



**The Corporation of the City of St. Catharines
GENERAL COMMITTEE AGENDA
Regular, Monday, June 22, 2020
Electronic Participation**

This Meeting of Regular Council will be held through Electronic Participation in accordance with Bill 187, the Municipal Emergency Act, which was passed by the Province of Ontario on March 19, 2020.

This Meeting may be viewed online at www.stcatharines.ca/youtube

Public Comments: The public may submit comments regarding agenda matters to the Office of the City Clerk by contacting clerks@stcatharines.ca by Friday, June 19, 2020 before 3:00 PM. Comments submitted will be considered as public information and entered into public record.

His Worship Mayor Walter Sendzik takes the Chair and opens the meeting following Items Number 5, 8 and 14 on the Council Agenda

Page

1. Motion to Move Reports on Consent

2. Consent Reports

Following Consent Reports, Council will proceed to Council Agenda Item 6 (Public Meetings Pursuant to Planning Act)

- | | | |
|---------|-----|---|
| 3 - 4 | 2.1 | Financial Management Services, Director
Budget Standing Committee Report - meeting of June 15, 2020
[Addenda] |
| 5 - 30 | 2.2 | Financial Management Services, Director
2021 Schedule of Rates and Fees
<i>(Approval of this report will set a Public Meeting for the July 13, 2020 meeting of Council to discuss the 2021 Rates and Fees)</i>
[Addenda] |
| 31 - 54 | 2.3 | Legal and Clerks Services, Office of the City Clerk
Council Correspondence |

Page

3. Discussion Reports

Following Consent Reports, Council will proceed to Council Agenda Item 9 (Motion to Ratify Forthwith Recommendations).

- | | |
|---------|--|
| 55 - 73 | 3.1 Office of the CAO
COVID-19 Update Report - June 22, 2020
[Addenda] |
| 74 - 80 | 3.2 Office of the CAO
Canada Summer Games Project Update
[Addenda] |
| 81 - 86 | 3.3 Engineering, Facilities and Environmental Services, Engineering and Construction
Regional Road 71 (St. David's Road) Reconstruction – City's Share of Costs and Budget Reallocation |

4. In-Camera Session (General Committee)

Council will meet In-Camera for the following purposes:

- Property Matter – Lease (In-Camera Pursuant to By-law 2015-170, as Amended, Section B20.3(c), a Proposed or Pending Acquisition or Disposition of Land by the Municipality or Local Board), 7 Park Avenue, Realty File No. 85-02

5. Adjournment

Following Adjournment, Council will proceed to Council Agenda Item 15 (Motions Arising from In-Camera Session).



Corporate Report City Council

Report from: Financial Management Services, Director

Report Date: June 16, 2020 **Meeting Date:** June 22, 2020

Report Number: FMS-091-2020 **File:** 10.57.33

Subject: Budget Standing Committee Report - Meeting of June 15, 2020

Strategic Pillar:

Recommendation

That the minutes of the [June 15, 2020 Budget Standing Committee meeting](#) be received; and

That the following recommendations be approved FORTHWITH:

**9.1 Financial Management Services
Support Local and Green Considerations
[Report FMS-B020-2020](#)**

That Report FMS-B020-2020, regarding supporting local business and green considerations, be received for information.

**9.2 Engineering, Facilities and Environmental Services, Engineering and
Construction
Corporate Asset Management Update
[Report EFES/FMS-B018-2020](#)**

That Report EFES/FMS-B018-2020, regarding Corporate Asset Management, be received for information; and

That Appendix 1 of the Strategic Asset Management Policy be updated, as identified within Appendix 1 this report.

Report

The items noted in this report were discussed and approved by the Budget Standing Committee at its meeting of June 15, 2020, and are now being brought forward to City Council for Council's approval.

In addition to the above recommendations, the Budget Standing Committee also referred the 2021 Schedule of Rates and Fees to Council. Report FMS-092-2020, which will be on the General Committee Agenda for the meeting of June 22, 2020, will set a public meeting for July 13, 2020 for Council to consider the 2021 Schedule of Rates and Fees.

Prepared by

Evan McGinty
Council and Committee Coordinator

Submitted and Approved by

Kristine Douglas
Director, Financial Management Services / City Treasurer



Corporate Report City Council

Report from: Financial Management Services, Director

Report Date: June 16, 2020 **Meeting Date:** June 22, 2020

Report Number: FMS-092-2020 **File:** 10.57.28

Subject: 2021 Schedule of Rates and Fees Recommendations

Strategic Pillar:

Recommendation

That Report FMS-092-2020, regarding the 2021 Schedule of Rates and Fees, be referred to City Council for consideration of the Committee Recommendation after the public meeting on July 13, 2020, for which notice will be duly given. FORTHWITH

Committee Recommendation

That City Council approve the 2021 Schedule of Rates and Fees as recommended by the Budget Standing Committee; and

That the City Clerk be directed to maintain the list of Rates and Fees for public inspection in the Legal and Clerks Services department; and

That the City Solicitor be directed to prepare the necessary by-laws. FORTHWITH

Report

At its meeting of June 15, 2020, the Budget Standing Committee received Report [FMS-B019-2020](#) (Appendix A), and approved the following motion:

That the Budget Standing Committee approve the changes to the 2021 Schedule of Rates and Fees and forward the same to Council on June 22, 2020 for consideration after the public meeting on July 13, 2020, for which notice will be duly given.

Prepared by

Evan McGinty, Council and Committee Coordinator

Submitted and Approved by

Kristine Douglas, Director of Financial Management Services / City Treasurer

Appendix

- Appendix A – Report FMS-B019-2020, 2021 Schedule of Rates and Fees Recommendations

Report from Financial Management Services, Director

Date of Report: June 8, 2020

Date of Meeting: June 15, 2020

Report Number: FMS-B019-2020

File: 10.57.28

Subject: 2021 Schedule of Rates & Fees Recommendations

Recommendation

That the Budget Standing Committee approve the changes to the 2021 Schedule of Rates and Fees and forward the same to Council on June 22, 2020 for consideration after the public meeting on July 13, 2020, for which notice will be duly given.

Background

User Fees are charged by the City for purchases of publicly provided goods and services. The rationale for charging fees is that those who distinctly benefit from a good or service should be the ones to pay for it. The legislation primarily governing user fees is Section 391 of the Municipal Act. The Municipal Act requires municipalities to keep a master list of their user fees (Schedule of Rates and Fees) and outlines policy and procedure considerations for establishing, reviewing and implementing user fees.

In October 2005, City Council delegated the review of the Schedule of Rates and Fees to the Ad Hoc Budget Committee. On May 9, 2011, Council approved that Rates and Fees be presented for the consideration and approval of Council prior to January 1 of each year.

In January 2015, BSC approved expanding the information provided to include:

- An executive summary of Rates and Fees changes.
- Revenue implications.
- Comparisons with similar municipalities.

On [September 19, 2016](#), BSC approved that future increases be set at a minimum of the core rate of inflation.

On [April 27, 2020](#), the Budget Standing Committee approved that the rates and fees for 2021 remain the same as the 2020 rates and fees. Details regarding the 2020 rates and fees were presented to City Council at the meeting held on May 27, 2019 (see Report [FMS-114-2019](#)).

Report

This report responds to Council's direction to create a new Community Based Volunteer Group Rental Fee for vacant and unused City properties and presents proposed changes to the Schedule of Rates and Fees in 2021 for Legal and Clerks Services and Planning and Building Services.

Details to the changes and rationale for changes to the 2021 Schedule of Rates and Fees are provided in the five appendices:

1. Appendix One - A list of new fees proposed for 2021 and the impact on revenue by department.
2. Appendix Two - A list of reintroduced fees.
3. Appendix Three - A list of existing fees that are proposed to change in 2021.
4. Appendix Four - A list of new fees and fee changes and how they measure to our comparable municipalities.
5. Appendix Five - Memo from Planning and Building Services to Financial Management Services.

If all items are approved for 2021, the City will have 1,107 user fees. These proposed fees consist of four new fees (Appendix One) and five reintroduced fees (Appendix Two) for 2021. The new fees are to address community based volunteer group rental requests and assist with by-law enforcement issues. The reintroduced fees were included in the City's rates and fees until the end of 2019 but were removed from the by-law when the Niagara Region took over the licensing and by-law enforcement aspect for these businesses. In discussion with the Niagara Region, these fees should be reinstated. The fees have been adjusted for inflation to represent 2020 levels.

Appendix Three provides a list of existing fees that are proposed to change in 2021. The majority of fees (86.5%), have no changes or revenue impacts. The scale of rate and fee changes is summarized below.

Table 1: New and Reintroduced Fees for 2021

Category	Number
Total Number of Fees in 2020	1,098
Total Number of New Fees for 2021	4
Total Number of Reintroduced Fees for 2021	5
Total Number of Proposed Fees for 2021	1,107

Table 2: Analysis of Fee Changes 2020 to 2021

Price Change	Number of Fees	Percentage
Greater than 10%	8	0.7%
Greater than 5%, equal to or less than 10%	9	0.8%
Greater than 2%, equal to or less than 5%	17	1.6%
Greater than 0%, equal to or less than 2%	114	10.4%
No change 0%	950	86.5%
Less than 0%	0	0%
Totals	1,098	100%

For 2021, there are no fees being removed from the 2020 Schedule of Rates and Fees and one fee is being recalculated to simplify the fee structure.

By adopting all of the fees changes above, staff estimate fee revenue should increase \$38,234. This estimate includes new revenue of \$1,157 and \$37,077 from price adjustments. The estimate was obtained for most fees by multiplying the change in the fee (proposed 2021 fee before taxes – 2020 fee before taxes) by the forecasted quantities sold.

Community Based Volunteer Group Rental Fee

For 2021, Community, Recreation and Culture Services (CRCS) is proposing the creation of one new fee with a zero charge (\$0.00) for use of vacant and unused City-owned properties by Community Based Volunteer Groups who provide work or services on behalf of the City.

At its meeting of September 9, 2019, Council approved the following motion made by Councillor Garcia:

“That staff be directed to prepare a report evaluating the creation of a new rental category to be added to our policy with regards to the use of vacant and unused City properties. The new category, for which rental fees could be waived in total, would be Community-based Volunteer Groups that, despite being incorporated as not-for-profits, do not have paid staff and have only minor assets. These groups, which contribute greatly to our city, would still have to carry proper insurance, be prepared to help with maintenance and not use the property for any commercial purpose.”

The City's Volunteer Management Policy defines a Community Based Volunteer Group / Committee as a group of individuals from the community at large who are providing work or services associated with the City which may utilize volunteers for specific events or projects. The City's long history of collaborative partnerships with volunteer groups has evolved over the years and can be seen today in the form of various groups such as “Friends of” groups. Examples of “Friends of” groups include, but are not limited to, the following: Malcolmson Creek, the Carousel, Morningstar Mill, Queenston Neighbourhood and Walkers Creek.

Staff recommends that Community based volunteer groups who perform work or services on behalf of the City be treated differently from other volunteer/not for profit groups who provide services the City would not provide as it relates to occupancy and use of City owned facilities and related costs and responsibilities.

There are many other volunteer/not-for-profit groups that are of great benefit to the city and its residents. Groups such as event organizers, not-for-profit groups, sports organizations and corporate-backed groups play a significant role in providing programs and services to residents. Some offer fee-for-service programs while some organize events to raise money for local charities. These volunteer groups provide services that the City would otherwise not provide and therefore will not be included in the new rental rate category.

The provision of accessible vacant City space to community based volunteer groups is a key component of building strong neighbourhoods. Community based volunteer groups use of vacant City space rent free is a form of collaboration and investment in community groups. These groups provide community services on behalf of the City and are aligned with and support the City's strategic objectives. The absence of the community volunteer groups would impact the availability of services that are responsive to local needs.

Recently, new community based volunteer groups such as the Port Dalhousie Beautification and Works Committee (PDBWC) and the Queenston Neighbours and Fitzgerald Neighbours have emerged with the goal of building stronger neighbourhoods by maintaining, promoting and enhancing their respective communities. These newer groups receive minimal direct financial support from the City, with the exception of the provision of in-kind items (e.g. rain barrels) and are performing work in their respective neighbourhoods that City staff cannot perform due to budget constraints. They also address new emerging needs within their communities that are not part of the City's current work plan.

While some of the above community-based volunteer groups are financially stable and possess insurance policies, the newer groups do not have the financial means to obtain insurance policies and in some cases, pay for permit fees or rent to use City facilities. In 2018 Council approved the Neighbourhood Meeting Space Program, which provided eligible organizations the opportunity to host meetings in a designated City facility for no cost, provided they sign an official permit for the space agreeing to the terms and conditions of use and provided they pay the corresponding insurance fees related to the permit. By including these groups under the new rental category the City can assume the cost of rent, thereby reducing the financial burden on these volunteer groups and hopefully allow them to do even more for the city and its residents. The groups would still have to carry proper insurance. The City does have a Facility User Group Insurance Program, which allows certain users to obtain affordable liability insurance protection.

In order for vacant City-owned space to be considered under this category, the space would need to be move-in ready (i.e. AODA compliant and no requirement for capital improvements or repairs, as such improvements or repairs are not budgeted for and cannot be incurred). The City has a limited inventory of available space currently that fits this criteria, specifically, the Ontario Street Parking garage commercial space and a vacant space at the Seymour-Hannah Sports and Entertainment Centre.

Planning and Building Services (PBS)

Planning and Building Services has submitted a request to both create new fees and increase existing fees within its operation. The rationale for these changes is outlined in Appendix Five.

To summarize the rationale, PBS is proposing the creation of three new fees to assist with by-law enforcement. The new revenue associated with these fees is estimated to be \$1,157. The first fee, Maintenance of Grasses / Weeds - Repeat Inspections, is a fee designed to recover additional costs associated from repeatedly having to reinspect properties within the same calendar year receiving Grass and Weeds by-law complaints. The second and third fees, Entry onto Adjoining Land (non-refundable) and Adjoining Land Entry - Extension of Authorization, address cost recovery concerns for a service which is currently being completed without a charge. At present, under certain conditions, residents request letters from the Chief Building Official authorizing entry onto adjoining lands. By collecting a fee for this service, the City can provide greater sustainability for the service and maintain the ability to deliver the service within an acceptable period of time.

PBS is also recommending most fees increase by the core rate of inflation except for 34 fees, which have been increased higher. Fees exceeding the core rate of inflation have been increased for two reasons. First, PBS staff have determined an increase is required to more align the fee with the City's comparator municipalities. Second, a higher price will allow more revenue to be collected, improving the relationship between the actual staff time required to complete the applications (costs) and the price of the applications (revenue).

As part of the 2021 rates and fees, PBS is proposing 114 fees align with the parameters of core inflation (1.9%) and 25 fees remain unchanged. The inflationary increase in fees is required to ensure a better balance between municipal-tax-base-funded and user-fee-funded support. Maintaining a balance is important because any shortfall in user fee support requires local ratepayers to make-up the difference. Maintaining the balance assists in ensuring local ratepayers do not end up subsidizing the private development industry.

Lastly, PBS is revising the calculation for a component of site plan fees. Previously, the fee was calculated based on a flat fee and the floor area of a building. The proposed revised fee structure applies different cost drivers depending on the type of building. For townhouses with four or more units, there is a fixed fee and an amount which scales up

depending on the number of dwellings, subject a maximum charge of \$15,000. However, for complex and larger structures, the dwelling component is removed and replaced with a fixed amount based on the number of storeys within the building. The revised calculation method is expected to better reflect the staff time involved in larger projects where multiple dwellings or storeys are involved and to simplify the overall fee structure and calculation. The fee cap for townhouses ensures fees remain competitive.

Financial Implications

As stated previously, if all items are approved for 2021, the City will have 1,107 user fees. These fees will consist of four new fees and five reintroduced fees. There will be an estimated \$1,157 in new revenue and approximately \$37,077 generated in additional revenue from existing fee increases. Overall these changes are estimated to increase revenue by \$38,234.

Conclusion

Staff recommends the Budget Standing Committee approve the proposed fee changes as indicated in Appendices One, Two and Three.

Prepared by

Michael Patterson
Process Review Analyst

Submitted by

Lucia Chen, CPA, CMA
Manager, Budgets and Procurement

Kristine Douglas, CPA, CMA
Director, Financial Management Services / City Treasurer

Approved by

David Oakes
Deputy Chief Administration Officer

Appendices

1. Appendix One – A list of new fees proposed for 2021 and the impact on revenue by department.
2. Appendix Two – A list of reintroduced fees.
3. Appendix Three – A list of existing fees that are proposed to change in 2021.
4. Appendix Four – A list of new fees and fee changes and how they measure to our comparable municipalities.
5. Appendix Five – Memo from Planning and Building Services to Financial Management Services.

Proposed New Fees 2021

Reference	Fee Title	Department or Division	Unit of Measure	Total Fee Paid by Customer	Estimated Quantity Sold per Year	Estimated Revenue
1	Community Based Volunteer Group Rental Fee	CRCS	Per Square Foot	\$0.00	800	\$0

Community, Recreation and Culture Services: Estimated New Fees Revenue Subtotal \$0

2	Entry onto Adjoining Land (non refundable)	PBS	Flat Fee	\$131.30	5	\$657
3	Adjoining Land Entry - Extension of Authorization	PBS	Flat Fee	\$50.00	5	\$250
4	Maintenance of Grasses/Weeds - Repeat	PBS	Flat Fee	\$250.00	1	\$250

Planning and Building Services: Estimated New Fees Revenue Subtotal \$1,157

New Fees Revenue: Grand Total \$1,157

Proposed Reintroduced Fees 2021

Reference	Fee Title	Department or Division	Unit of Measure	Total Fee Paid by Customer
1	Adult Entertainment Parlour - Owner	LCS	Per Location	\$4,300.05
2	Adult Entertainment Parlour - Operator	LCS	Per Location	\$1,182.50
3	Body Rub Parlour - Owner	LCS	Per Location	\$4,300.05
4	Body Rub Parlour - Operator	LCS	Per Location	\$1,182.50
5	Body Rub Parlour - Body Rubber	LCS	Per Person	\$118.25

Proposed Fee Changes 2021

Reference	Fee Title	Department or Division	2020 Total Fee Paid by Customer	2021 Total Fee Paid by Customer	Percentage Change	Rationale
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Building and Development Service Fees (PBS)

Administrative Fees Associated with a Permit

1	Additional Fee When Permit Divided Into Part Permits	PBS	\$162.70	\$165.80	1.9%	
2	Alternative Solutions	PBS	Job Specific Costing	Job Specific Costing	-	
3	Defer or Revocation of a permit or cancellation of an application.	PBS	\$127.65	\$130.10	1.9%	
4	Letter (No Inspection)	PBS	\$127.65	\$130.10	1.9%	
5	Deferral of revocation of a permit or cancellation of an application	PBS	\$127.65	\$130.10	1.9%	
6	Expedited permit (resource dependent) - 1.5 x the applicable rate	PBS	Job Specific Costing	Job Specific Costing	-	
7	Liquor License Inspection Report	PBS	\$202.00	\$205.85	1.9%	
8	Permit Administration Fee	PBS	Job Specific Costing	Job Specific Costing	-	
9	Re-inspection fee	PBS	\$162.70	\$165.80	1.9%	
10	To reinspect/update file closed with outstanding order	PBS	\$162.70	\$165.80	1.9%	
11	Request for Inspection Outside Normal Working Hours	PBS	Job Specific Costing	Job Specific Costing	-	
12	Retrieval Of Dead Permit Files & Drawings	PBS	\$59.55	\$60.70	1.9%	
13	Review Revised Drawings	PBS	Job Specific Costing	Job Specific Costing	-	
14	Third Party Review for Plans Examination or Inspection	PBS	Job Specific Costing	Job Specific Costing	-	
15	To transfer ownership of permit	PBS	\$127.65	\$130.10	1.9%	

Agreements

16	Agreements, Leases or Licences (Misc.)	PBS	\$437.00	\$445.30	1.9%	
17	Agreements, Release Of Various	PBS	\$285.75	\$311.45	9.0%	6. Fee increase exceeds core inflation because we are working toward cost recovery while remaining
18	Conditional Permit Agreement Application	PBS	\$576.30	\$750.00	30.1%	6. Fee increase exceeds core inflation because we are working toward cost recovery while remaining

Reference	Fee Title	Department or Division	2020 Total Fee Paid by Customer	2021 Total Fee Paid by Customer	Percentage Change	Rationale
19	Conditional Permit Agreement Release	PBS	\$346.60	\$377.75	9.0%	6. Fee increase exceeds core inflation because we are working toward cost recovery while remaining
20	Demolition Agreement	PBS	\$576.30	\$587.25	1.9%	
21	Demolition Agreement Release	PBS	\$346.60	\$377.75	9.0%	6. Fee increase exceeds core inflation because we are working toward cost recovery while remaining
22	Outdoor Patio Development Agreement preparation	PBS	\$500.00	\$509.50	1.9%	
23	Spatial Separation Agreement	PBS	\$691.15	\$704.30	1.9%	
24	Spatial Separation Agreement Release	PBS	\$345.60	\$376.70	9.0%	6. Fee increase exceeds core inflation because we are working toward cost recovery while remaining

Building Permit Fees

25	Minimum Building Permit Fee	PBS	\$128.00	\$139.50	9.0%	6. Fee increase exceeds core inflation because we are working toward cost recovery while remaining
26	Building Permit Fee when square foot method is not possible	PBS	Job Specific Costing	Job Specific Costing	-	
27	Application Fee for Complex Projects Adjusted During Plan Review	PBS	Job Specific Costing	Job Specific Costing	-	

Group A - Assembly

28	School, church, restaurant over 30 persons, library, club, outdoor patio,	PBS	\$2.05	\$2.25	9.8%	6. Fee increase exceeds core inflation because we are working toward cost recovery while remaining
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Group B - Institutional

29	Hospital, nursing home, reformatory, prison and occupancies of a similar	PBS	\$2.40	\$2.45	2.1%	
30	Residential Care Facility	PBS	\$1.90	\$1.95	2.6%	

Group C - Residential

31	Single, semi, duplex, triplex, row house and multiple dwelling	PBS	\$1.45	\$1.50	3.4%	
32	Each attached garage or carport, shed, decks, open porch	PBS	\$1.45	\$1.50	3.4%	

Reference	Fee Title	Department or Division	2020 Total Fee Paid by Customer	2021 Total Fee Paid by Customer	Percentage Change	Rationale
33	Miscellaneous Residential Work - addition to existing	PBS	\$1.40	\$1.45	3.6%	
34	Miscellaneous Residential Work - finish basement	PBS	\$1.40	\$1.45	3.6%	
35	Apartment building - six (6) storey building or less	PBS	\$1.40	\$1.45	3.6%	
36	Apartment building more than six (6) stories	PBS	\$1.20	\$1.30	8.3%	6. Fee increase exceeds core inflation because we are working toward cost recovery while remaining
37	Hotel/motel building - 2 storey building or less	PBS	\$1.50	\$1.55	3.3%	
38	Hotel/motel building - more than 2 stories	PBS	\$1.40	\$1.45	3.6%	

Group D - Business and Personal Services

39	Office, medical, financial institution and occupancies of a similar nature - 6	PBS	\$1.95	\$2.00	2.6%	
40	Office, medical, financial institution and occupancies of a similar nature - More	PBS	\$1.85	\$1.90	2.7%	

Group E - Mercantile

41	Building up to and including 10,000 sq. ft.	PBS	\$1.60	\$1.65	3.1%	
42	Building up to and including 50,000 sq. ft.	PBS	\$1.55	\$1.60	3.2%	
43	Building over 50,000 sq. ft.	PBS	\$1.45	\$1.50	3.4%	

Group F - Industrial

44	Building up to and including 10,000 sq. ft.	PBS	\$1.15	\$1.15	0.0%	
45	Building up to and including 50,000 sq. ft.	PBS	\$1.10	\$1.10	0.0%	
46	Building over 50,000 sq. ft.	PBS	\$0.95	\$0.95	0.0%	
47	Parking Garage	PBS	\$0.70	\$0.70	0.0%	

Reference	Fee Title	Department or Division	2020 Total Fee Paid by Customer	2021 Total Fee Paid by Customer	Percentage Change	Rationale
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Farm Buildings and Low Human Occupancy

48	Greenhouse	PBS	\$0.55	\$0.55	0.0%	
49	Storage, livestock buildings and occupancies of a similar nature	PBS	\$0.55	\$0.55	0.0%	

Other Than Low Human Occupancy

50	Office, work area, retail packaging and occupancies of a similar nature	PBS	\$1.15	\$1.15	0.0%	
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Heating, Ventilation and Air Conditioning (HVAC) Permit Fees

51	Minimum HVAC Only Fee	PBS	\$217.95	\$222.10	1.9%	
52	Add on System (unit heater, make up air unit, exhaust fans) and or ductwork	PBS	\$217.95	\$222.10	1.9%	
53	Furnace Replacement or Air Conditioner (Unit Installation)	PBS	\$217.95	\$222.10	1.9%	
54	Commercial Exhaust Hood, Spray Booth, Dust Collection System	PBS	\$217.95	\$222.10	1.9%	
55	Masonry Fireplace, woodstove	PBS	\$217.95	\$222.10	1.9%	

Plumbing Permit Fees (Where no building permit is required)

56	Backflow Prevention Device	PBS	\$79.75	\$81.25	1.9%	
57	Minimum Plumbing Permit Fee	PBS	\$128.00	\$139.50	9.0%	6. Fee increase exceeds core inflation because we are working toward cost recovery while remaining
58	Each fixture	PBS	\$15.50	\$15.80	1.9%	
59	Each manhole, catch basin or fire hydrant	PBS	\$38.25	\$39.00	2.0%	
60	Drain, sewer or water pipe 4" (100 mm) or less	PBS	\$0.70	\$0.70	0.0%	
61	Drain, sewer or water pipe more than 4" (100 mm)	PBS	\$1.00	\$1.00	0.0%	
62	Septic Tank Changeover	PBS	\$217.95	\$222.10	1.9%	

Reference	Fee Title	Department or Division	2020 Total Fee Paid by Customer	2021 Total Fee Paid by Customer	Percentage Change	Rationale
Other Miscellaneous Permit Fees						
63	Balcony guard repair or balcony repair	PBS	\$31.95	\$32.55	1.9%	
64	Business Licence Review (Building & Zoning)	PBS	\$53.15	\$54.15	1.9%	
65	Canopy or Marquee	PBS	\$1.00	\$1.00	0.0%	
66	Change of Use (no construction required)	PBS	\$165.00	\$168.15	1.9%	
67	Demolition Permit	PBS	\$233.90	\$238.35	1.9%	
68	Designated Structure (retaining wall, communication tower, pedestrian	PBS	\$217.95	\$222.10	1.9%	
69	Electromagnetic locking device, hold open device -	PBS	\$31.95	\$50.00	56.5%	6. Fee increase exceeds core inflation because we are working toward cost recovery while remaining
70	Fire alarm system, emergency lighting, sprinkler system, stand pipe system,	PBS	\$217.95	\$235.00	7.8%	6. Fee increase exceeds core inflation because we are working toward cost recovery while remaining
71	Foundation	PBS	\$0.50	\$0.50	0.0%	
72	Minor Alterations including single partition, demising wall, new roof	PBS	\$253.05	\$257.85	1.9%	
73	Moving of a Building	PBS	\$128.00	\$130.45	1.9%	
74	Occupancy Permit (building not fully completed) Residential - per dwelling	PBS	\$128.00	\$130.45	1.9%	
75	Other occupancies - per 1,000 sq. ft. of floor area or portion to be occupied	PBS	\$63.75	\$64.95	1.9%	
76	Parking Garage Repair	PBS	\$217.95	\$222.10	1.9%	
77	Pavilion, bandshell, open sided covered walkway	PBS	\$1.00	\$1.00	0.0%	
78	Public Pool	PBS	\$760.20	\$774.65	1.9%	
79	Racking System	PBS	\$1.00	\$1.00	0.0%	
80	Shoring	PBS	\$3.50	\$3.55	1.4%	
81	Temporary structure (tent, air supported structure, new portable,	PBS	\$217.95	\$222.10	1.9%	
82	Underpinning	PBS	\$3.50	\$3.55	1.4%	

Reference	Fee Title	Department or Division	2020 Total Fee Paid by Customer	2021 Total Fee Paid by Customer	Percentage Change	Rationale
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By-law and Property Standards Fees

83	Certificate of Compliance	PBS	\$137.50	\$140.10	1.9%	
84	Fence By-Law Variance Application	PBS	\$393.60	\$401.10	1.9%	
85	File a Notice of Appeal	PBS	\$402.05	\$409.70	1.9%	
86	Registration/Discharge - Property Standards Order	PBS	\$281.45	\$286.80	1.9%	
87	Reinspection Fee for Property Standards or By-law Enforcement (for	PBS	\$161.85	\$164.95	1.9%	
88	Swimming Pool Fence Permit	PBS	\$174.60	\$177.90	1.9%	

Public Nuisances

89	Removal of Graffiti on Private Property	PBS	Job Specific Costing	Job Specific Costing	-	
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Mowing of Weeds and Grass on Private Lots and the Untraveled Portion of the Public Highway - Area

90	0 - 7,500 square feet	PBS	\$461.05	\$469.80	1.9%	
91	7,501 - 15,000 square feet	PBS	\$525.55	\$535.55	1.9%	
92	15,001 - 30,000 square feet	PBS	\$769.85	\$784.50	1.9%	
93	30,001 - less than 1 acre	PBS	\$807.40	\$822.75	1.9%	
94	1 acre - 1.5 acres	PBS	\$890.95	\$907.90	1.9%	
95	Greater than 1.5 acres - 2 acres	PBS	\$1,044.60	\$1,064.45	1.9%	
96	Over 2 acres - per acre (additional charge)	PBS	\$461.05	\$469.80	1.9%	
97	Mowing requiring a contractor	PBS	Job Specific Costing	Job Specific Costing	-	
98	Additional Admin Fee when contractor required	PBS	\$170.05	\$173.30	1.9%	

Reference	Fee Title	Department or Division	2020 Total Fee Paid by Customer	2021 Total Fee Paid by Customer	Percentage Change	Rationale
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Sign Permit Fees

99	Ground, projecting and wall	PBS	\$128.65	\$131.10	1.9%	
100	Pole	PBS	\$254.10	\$258.95	1.9%	

Portable

101	For 30 consecutive days	PBS	\$58.20	\$59.30	1.9%	
102	For 60 consecutive days	PBS	\$116.40	\$118.60	1.9%	
103	For 90 consecutive days	PBS	\$143.95	\$146.70	1.9%	
104	For 120 consecutive days	PBS	\$172.45	\$175.75	1.9%	
105	Sign By-Law Variance Application	PBS	\$393.60	\$401.10	1.9%	
106	Temporary Wrap Around Signs	PBS	\$156.55	\$159.50	1.9%	

Planning Fees

Boulevard Trees

107	New Tree Planting 60mm Deciduous Tree	PBS	Refer to City Tree Removal and	Job Specific Costing	-	
108	Replacement Tree (Does not include costs of removal)	PBS	Refer to City Tree Removal and	Job Specific Costing	-	

Committee of Adjustment

109	Consent Application - New Lots	PBS	\$2,000.00	\$2,038.00	1.9%	
110	Consent Application - Others, i.e., easements, etc.	PBS	\$1,396.15	\$1,422.70	1.9%	
111	Variance Application	PBS	\$1,500.00	\$1,528.50	1.9%	

Reference	Fee Title	Department or Division	2020 Total Fee Paid by Customer	2021 Total Fee Paid by Customer	Percentage Change	Rationale
112	Consent and Validation of Title Certification Fee	PBS	\$214.80	\$218.90	1.9%	
113	Development Agreement for New Lots	PBS	\$500.00	\$509.50	1.9%	
114	Committee of Adjustment Pre-Consultation All Severances	PBS	\$1,208.95	\$1,255.30	3.8%	6. Fee increase exceeds core inflation because we are working toward cost recovery while remaining
115	Recirculation Fee	PBS	\$518.00	\$527.85	1.9%	
116	Section 45 Agreements	PBS	\$2,589.10	\$2,638.30	1.9%	
117	Special Hearing Fee (in addition to Application Fee)	PBS	\$863.40	\$879.80	1.9%	

Condominium Fees

118	Amendment - Description for Registered Condominium	PBS	\$526.45	\$536.45	1.9%	
119	Application for Approval - Final Condominium Plans	PBS	\$2,463.80	\$3,000.00	21.8%	6. Fee increase exceeds core inflation because we are working toward cost recovery while remaining
120	Condominium Draft Plan Approval	PBS	\$6,843.85	\$6,973.90	1.9%	
121	Exemption from Condominium Draft Plan Approval	PBS	\$2,000.00	\$2,038.00	1.9%	

Condominium Extension to Draft Approval

122	Major - With Circulation > 4 months	PBS	\$2,030.00	\$2,500.00	23.2%	6. Fee increase exceeds core inflation because we are working toward cost recovery while remaining
123	Minor - Without Circulation < 4 months	PBS	\$1,358.25	\$1,384.05	1.9%	

Documents and Printing Fees

Basic Street Maps (Paper Prints Only)

124	1:20,000 (Black & White)	PBS	\$6.10	\$6.20	1.6%	
125	1:20,000 (Colour)	PBS	\$9.75	\$9.95	2.1%	
126	Official Plan (Garden City Plan)	PBS	\$78.90	\$80.40	1.9%	

Reference	Fee Title	Department or Division	2020 Total Fee Paid by Customer	2021 Total Fee Paid by Customer	Percentage Change	Rationale
127	Official Plan (Certified)	PBS	\$85.05	\$86.65	1.9%	
128	Mapping Requests for Ministry of Environment Approvals	PBS	\$72.85	\$74.25	1.9%	
129	Microfilm Prints	PBS	\$1.90	\$1.95	2.6%	
130	Photocopies - miscellaneous	PBS	\$0.45	\$0.45	0.0%	
131	Property/Addressing Mapping	PBS	\$8.55	\$8.70	1.8%	
132	Zoning Maps	PBS	\$127.60	\$130.00	1.9%	
133	Zoning By-law 2013-283	PBS	\$30.35	\$30.95	2.0%	
134	Zoning By-law - Certified	PBS	\$34.90	\$35.55	1.9%	

Heritage Fees

135	Heritage Permit Application Fee	PBS	\$254.75	\$259.60	1.9%	
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Official Plan

136	Official Plan Application Amendment (includes advertising cost)	PBS	\$9,855.15	\$15,000.00	52.2%	6. Fee increase exceeds core inflation because we are working toward cost recovery while remaining
137	Preconsultation (discounted from full fee)	PBS	\$1,231.90	\$1,255.30	1.9%	

Other Approvals

138	Public Meeting Rescheduling After Public Notice Issued (Official Plan	PBS	\$675.95	\$688.80	1.9%	
139	Street Naming - Private Roads	PBS	\$1,015.85	\$1,035.15	1.9%	

Other

140	Address Change Application Fee	PBS	\$157.95	\$160.95	1.9%	
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Reference	Fee Title	Department or Division	2020 Total Fee Paid by Customer	2021 Total Fee Paid by Customer	Percentage Change	Rationale
141	Heritage Permit Application Fee	PBS	\$254.75	\$259.60	1.9%	
142	Part Lot Control By-Law Application	PBS	\$1,777.75	\$1,811.55	1.9%	
143	Servicing Agreement & Other Development Type Agreements	PBS	\$2,539.60	\$2,587.85	1.9%	
144	Telecommunication Facility Review Fee	PBS	\$2,000.00	\$2,038.00	1.9%	

Site Plan

145	Site Plan Agreement	PBS	\$7,296.55	\$7,435.20	1.9%	
146	Preconsultation (discounted from full fee)	PBS	\$1,231.90	\$1,255.30	1.9%	
147	Maximum Charge	PBS	\$12,318.90	\$15,000.00	21.8%	6. Fee increase exceeds core inflation because we are working toward cost recovery while remaining
148	Extension of Site Plan Agreement for up to 2 years	PBS	\$1,693.05	\$1,725.20	1.9%	

Site Plan Agreement Amendment Application

149	Major (Registered Agreement) - Includes Preconsultation	PBS	\$5,369.75	\$5,471.80	1.9%	
150	Site Plan - Minor (Registered Agreement)	PBS	\$3,099.80	\$3,158.70	1.9%	
151	Minor (No Registered Agreement)	PBS	\$2,463.80	\$2,510.60	1.9%	
152	Site Plan Agreement Clearance Letters	PBS	\$644.40	\$656.65	1.9%	
153	Site Plan Agreement Release	PBS	\$1,015.85	\$1,035.15	1.9%	
154	More Than 1 Partial Release of Securities	PBS	\$492.80	\$502.15	1.9%	
155	More Than 3 Submission of Plans For Review	PBS	\$1,642.55	\$1,673.75	1.9%	

Subdivision

156	Subdivision Agreement Application	PBS	\$8,212.60	\$8,368.65	1.9%	
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Reference	Fee Title	Department or Division	2020 Total Fee Paid by Customer	2021 Total Fee Paid by Customer	Percentage Change	Rationale
157	New Tree Planting for a Subdivision 60 mm deciduous tree	PBS	\$675.95	\$688.80	1.9%	
158	Subdivision Agreement Amendment Application	PBS	\$2,710.15	\$2,761.65	1.9%	
159	Subdivision Agreement Release	PBS	\$1,023.40	\$1,042.85	1.9%	
160	Subdivision Draft Plan Approval	PBS	\$12,318.90	\$12,552.95	1.9%	
161	Preconsultation (discounted from full fee)	PBS	\$1,231.90	\$1,255.30	1.9%	

Subdivision Extension to Draft Approval

162	Major - With Circulation > 4 Months Extension	PBS	\$2,030.40	\$2,069.00	1.9%	
163	Minor - Without Circulation < 4 Months Extension	PBS	\$1,351.90	\$1,377.60	1.9%	
164	Deeming By-Laws	PBS	\$1,187.70	\$1,210.25	1.9%	

Subdivision Modification to Draft Approval

165	Major - With Circulation	PBS	\$2,034.20	\$2,072.85	1.9%	
166	Minor - Without Circulation	PBS	\$1,351.90	\$1,377.60	1.9%	

Zoning Fees

167	Zoning By-Law Amendment Application - Major	PBS	\$8,212.60	\$10,000.00	21.8%	6. Fee increase exceeds core inflation because we are working toward cost recovery while remaining
168	Preconsultation (discounted from full fee)	PBS	\$1,231.90	\$1,255.30	1.9%	
169	Zoning By-Law Amendment Application - Minor (Includes preconsultation)	PBS	\$5,921.90	\$6,034.40	1.9%	
170	Zoning By-Law And Official Plan Amendment Application Combined - if	PBS	\$12,318.90	\$14,318.00	16.2%	6. Fee increase exceeds core inflation because we are working toward cost recovery while remaining
171	Zoning Amendment (Lifting of 'Holding' (H) Designation)	PBS	\$1,693.05	\$1,725.20	1.9%	
172	Zoning Compliance or Information Letter (No Inspection)	PBS	\$127.65	\$130.10	1.9%	

Reference	Fee Title	Department or Division	2020 Total Fee Paid by Customer	2021 Total Fee Paid by Customer	Percentage Change	Rationale
173	Zoning Compliance or Information Letter (Inspection And No Permit)	PBS	\$204.15	\$208.05	1.9%	

Municipal Comparators		St. Catharines			Comparator Average	Rates and Fees (Before Taxes) for Single-Tier Municipalities					Rates and Fees (Before Taxes) for Lower-Tier Municipalities				
Median total income of households		\$59,256				\$77,904	\$77,984	\$67,485	\$66,163	\$55,450	\$77,757	\$70,774	\$60,727	\$70,211	\$83,045
Population		133,113				141,434	131,794	123,798	107,909	217,188	129,920	233,222	88,071	159,458	104,986
Reference	Fee Title	Department or Division	Fee Without Taxes		Comparator Average	Barrie	Guelph	Kingston	Thunder Bay	Windsor	Cambridge	Kitchener	Niagara Falls	Oshawa	Waterloo
			2020	2021											
1	Conditional Permit Agreement Application	PBS	\$576.30	\$750.00	\$298.62	\$233.10	\$0.13	\$300.00	\$250.00	\$210.00	\$0.18	\$0.15	\$500.00	\$713.00	\$300.00
				Per Agreement		Per Agreement	Per Square Foot	Flat Fee	Per Agreement	Per Agreement	Per Square Foot	Per Square Foot	Per Agreement	Flat Fee	Per Agreement
2	Electromagnetic locking device, hold open device -	PBS	\$31.95	\$50.00	\$54.73	\$76.90	\$50.00	-	-	-	\$49.00	\$43.00	-	-	-
				Per Device		Per Device	Per Device	Does Not Exist	Does Not Exist	Does Not Exist	Per Device	Per Device	Does Not Exist	Does Not Exist	Does Not Exist
3	Sign By-Law Variance Application	PBS	\$393.60	\$401.10		\$153.50	\$1,100.00	\$900.00	-	\$1,000.00	-	\$900.00	-	\$1,170.00	\$1,275.00
				Per Permit		Flat Fee	Flat Fee	Flat Fee	Does Not Exist	Flat Fee	Does Not Exist	Flat Fee	Does Not Exist	Flat Fee	Flat Fee
4	Application for Approval - Final Condominium Plans	PBS	\$2,463.80	\$3,000.00	\$4,763.57	-	\$1,283.36	\$5,538.08	\$2,500.00	\$5,795.00	\$4,400.00	\$9,065.00	-	-	-
				Per Application		-	Per Application	Per Application	Per Application	Per Application	Per Application	Per Application	-	-	-
5	Condominium Extension to Draft Approval - Major - With Circulation > 4	PBS	\$2,030.00	\$2,500.00	\$2,225.13	\$3,831.00	\$2,077.66	-	\$1,000.00	\$3,217.00	-	-	\$1,000.00	-	-
				Per Application		Per Application	Per Application	-	Per Application	Per Application	-	-	Per Application	-	-
6	Official Plan Application Amendment (includes advertising cost)	PBS	\$9,855.15	\$15,000.00	\$13,865.03	\$24,017.04	\$15,681.45	\$7,604.85	\$4,200.00	\$7,838.00	\$17,860.00	\$8,734.00	\$12,200.00	\$15,525.00	\$24,990.00
				Per Application		Per Application	Per Application	Per Application	Per Application	Per Application	Per Application	Per Application	Per Application	Per Application	Per Application
7	Site Plan Agreement	PBS	\$7,296.55	\$7,435.20	\$5,778.46	\$9,132.97	\$6,227.50	\$4,512.61	\$1,500.00	\$8,772.50	\$6,600.00	\$4,841.00	\$4,000.00	\$3,823.00	\$8,375.00
				Per Agreement		Per Agreement	Per Agreement	Per Agreement	Per Agreement	Per Agreement	Per Agreement	Per Agreement	Per Agreement	Per Agreement	Per Agreement
8	Zoning By-Law Amendment Application - Major	PBS	\$8,212.60	\$10,000.00	\$12,560.11	\$21,446.88	\$12,910.14	\$12,195.05	\$3,200.00	\$5,640.00	\$11,000.00	\$11,618.00	\$12,200.00	\$9,556.00	\$25,835.00
				Per Application		Per Application	Per Application	Per Application	Per Application	Per Application	Per Application	Per Application	Per Application	Per Application	Per Application
9	Zoning By-Law And Official Plan Amendment Application Combined - if processed concurrently (includes advertising costs)	PBS	\$12,318.90	\$14,318.00	\$17,801.43	\$23,440.51	\$21,326.90	\$4,048.05	\$7,000.00	-	\$21,500.00	-	\$13,500.00	\$19,311.00	\$32,285.00
				Per Application		Per Application	Per Application	Per Application	Per Application	-	Per Application	-	Per Application	Per Application	Per Application
10	Entry onto Adjoining Land (non refundable)	PBS	-	131.3	-	-	-	-	-	-	-	-	-	-	-
				Flat Fee		Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist

Municipal Comparators		St. Catharines				Rates and Fees (Before Taxes) for Single-Tier Municipalities					Rates and Fees (Before Taxes) for Lower-Tier Municipalities				
Median total income of households		\$59,256				\$77,904	\$77,984	\$67,485	\$66,163	\$55,450	\$77,757	\$70,774	\$60,727	\$70,211	\$83,045
Population		133,113				141,434	131,794	123,798	107,909	217,188	129,920	233,222	88,071	159,458	104,986
Reference	Fee Title	Department or Division	Fee Without Taxes			Comparator Average	Barrie	Guelph	Kingston	Thunder Bay	Windsor	Cambridge	Kitchener	Niagara Falls	Oshawa
			2020	2021											
11	Adjoining Land Entry - Extension of Authorization	PBS	-	\$50.00	-	-	-	-	-	-	-	-	-	-	-
				Flat Fee		Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist
12	Maintenance of Grasses/Weeds - Repeat Inspections	PBS	-	\$250.00	\$186.62	\$540.00	\$100.00	\$215.00	\$100.00	\$215.00	-	\$50.00	-	\$65.00	\$86.35
				Flat Fee		Flat Fee	Flat Fee	Flat Fee	Flat Fee	Flat Fee	-	Flat Fee	-	Per Hour	Flat Fee

To: Kristine Douglas, Director of Financial Management Services

Cc: Lucia Chen, Manager, Budget and Procurements and
Michael Patterson, Process Review Analyst

From: Tami Kitay, Director of Planning and Building Services

Date: May 15, 2020

Subject: 2021 Rates and Fees

On April 27, 2020, the Budget Standing Committee directed that 2021 Rates and Fees be held at the 2020 levels. PBS staff recommend that a reconsideration of that direction be contemplated for the following disciplines:

Building Division

The Building Code Act (BCA) allows municipalities to collect anticipated reasonable costs to deliver the services necessary for the administration and enforcement of the BCA. Such costs include direct costs, such as the review and inspection of buildings and indirect costs, including support and overhead expenditures.

The St. Catharines Building Division operates on a “fee for service” model and does not rely on the municipal tax base. Therefore, fees generated from building permits pay for the operation of the Building Division. Any additional fees collected over and beyond the expenditures necessary to conduct service delivery, is transferred to the Building Reserve fund for future use.

Building permit fees are generated through development applications. In order to maintain a financially sustainable model, municipal building departments all across Ontario deploy a variety of tools to ensure that the fees being collected cover the cost of providing services. Typically, the Building Division undertakes an annual review of building permit fees. This is generally a modest exercise based on a high level review of services delivered and fees charged, using comparator municipalities. Building staff have undertaken a high level review of fees this year and found some areas where modest increases can be made to generate revenue, without imposing unnecessary costs on the development industry. If costs are not adequately recovered through permit fees, once the reserve is depleted, operational costs will eventually be funded by tax dollars, imposing additional pressure on the municipal budget.

This year, modest fee increases have been recommended in certain areas where staff have determined that some services are being delivered without adequate cost recovery. The recommended fee increases will be borne by the development industry

and will be seen as “cost of business”. The development industry typically passes all development related costs pertaining to permits to the end user. Some of the items where we are under recovering includes conditional permits, alternative solutions, and review of fire protection systems. These items support the industry in achieving cost and time efficiency and as such, fee increase in this regard are warranted.

By-law Enforcement

As By-law Enforcement operations are fully funded by the municipal tax base, in recognition of the Budget Standing Committee direction, we are proposing changes only on certain items where we believe we are significantly under cost or providing a free of cost service. The following are the items, where we are proposing a change:

- The inclusion of a new fee for repeat offenders of Grass and Weeds By-law complaints within the same calendar year. We believe that those property owners who are willingly and repeatedly violating the By-law and putting extra pressure on municipal resources should be required to pay an additional amount to cover the cost of their negligence. The extra fee will act as a deterrent for such repeat offenders.
- The City’s By-law on “entry onto adjoining lands” permits residents to request a letter from the Chief Building Official authorizing entry on to adjoining lands, under certain conditions. The City is currently providing this service free of cost and therefore a new fee is introduced to recover cost of administration.

Planning Division

The Planning Division is predominantly supported by the municipal tax base with a portion sustained by development application fees. If the 2021 rates and fees are not increased, even by an inflationary amount, the shortfall will contribute to a further burden in the already strained general revenues of the operating budget. This shortfall requires local ratepayers to make up the difference. Essentially, local ratepayers will be subsidizing the private development industry.

Planning staff have undergone a review of the 2021 rates and fees for the division to recommend increases where fees will be more aligned with the City’s standard comparator municipalities and the local area municipalities in Niagara Region. The increasing interest from developers outside of Niagara Region, particularly from the GTA, suggests an opportunity to increase rates and fees to move in the direction of GTA rates and fees, while still balancing a fee tolerance from local developers.

The recommended increases to 2021 rates and fees more accurately reflect actual staff time allocated to these applications, although they still do not reflect full cost recovery. The development community has historically indicated that the processing time associated with a planning application is of greater concern than the actual fee for the

applications. This proved to be true when fees were substantially increased approximately 5 years ago without any concern from the development community.

The COVID-19 pandemic is constantly evolving and is not a static condition that will prevail throughout 2020 and 2021. Construction permissions are continually being expanded to aid in the recovery of the economy and are anticipated to be back to normal levels well before years' end. To freeze 2021 rates and fees, as an incentive to the development community, compromises the City's efforts to rebound financially from the pandemic, and places an unfair burden on the local taxpayer.

Tami Kitay, M.P.A., MCIP, RPP
Director of Planning and Building Services



Corporate Report City Council

Report from: Legal and Clerks Services, Office of the City Clerk

Report Date: June 12, 2020 **Meeting Date:** June 22, 2020

Report Number: LCS-089-2020 **File:** 10.12.1

Subject: Council Correspondence

Strategic Pillar:

Recommendation

That Council endorse the resolution from the City of Brampton proclaiming March 17 to be Essential Workers Day; and

That Council receive and file the items listed within the report; and

That Council appoint the individual, as outlined in the confidential memorandum from the Deputy City Clerk, to the Anti-Racism Advisory Committee; and

That Council appoint the individual, as outlined in the confidential memorandum from the Deputy City Clerk, to the Advisory Committee on Older Adults; and

That, at the request of Councillor Porter, staff be directed to remove the following reports from the Outstanding Reports List:

- ORL# 2019-26 - Renaming of parkette at 91 York Street.
- ORL# 2019-46 - That staff report back after completion of the WE Day event, including how many staff hours were spent; and

Further, that Council receive and file additional correspondence distributed for the meeting held June 22, 2020, which is available upon request. FORTHWITH

Report

The Office of the City Clerk is submitting, for the approval of Council, correspondence received during the period of May 25, 2020 to June 11, 2020. A confidential memorandum regarding appointments to the Anti-Racism Advisory Committee and the Advisory Committee on Older Adults will be placed in Council's SugarSync folder prior to the meeting. The Office of the City Clerk is also seeking Council's approval to remove two report requests from the Outstanding Reports List.

Resolutions

1. City of Brantford - Proclaiming March 17 to be Essential Workers Day

Correspondence

2. Letter from Minister of Labour, Training and Skills Development - Response to correspondence from Mayor Sendzik regarding Jobs and Recovery Committee
3. Letter from Ministry of Natural Resources and Forestry - Response to City Council Resolution regarding Funding for Shoreline Protection and Restoration
4. Letter from Alvaro Glaser and Andrea Lopez - re. 5G Technology
5. AMO Watchfile - June 4, 2020
6. AMO Watchfile – June 11, 2020
7. NPCA Board Meeting Highlights - May 21 2020

Memorandums from Staff

8. Michael Patterson, Process Review Analyst; Lucia Chen, Manager, Budgets and Procurement; Robyn Shearer, Administrative Assistant - COVID-19 Related Golf Course Surcharges

Reports Requested by Council

9. Outstanding Reports List – updated June 12, 2020

Confidential Memorandum (will be added to the June 22, 2020 SugarSync Folder)

10. Kristen Sullivan, Deputy City Clerk – Vacancy Appointments for the Anti-Racism Advisory Committee and the Advisory Committee on Older Adults

Prepared by

Evan McGinty
Council and Committee Coordinator

Submitted and Approved by

Bonnie Nistico-Dunk
City Clerk

10.1. Essential Workers Day

WHEREAS the Province of Ontario enacted a Declaration of Emergency on March 17th, 2020 in response to the COVID-19 Worldwide Pandemic; and

WHEREAS during the state of emergency certain services have been deemed essential services by the Government of Ontario; and

WHEREAS citizens are asked to isolate at home to reduce the spread of COVID-19 as essential workers continue to work and provide an essential service to their community; and

WHEREAS essential workers across the country are risking their lives; and

WHEREAS some essential workers have been stricken with illness, suffered trauma or injury, or lost their lives as a result of providing an essential service; and

WHEREAS without this dedicated workforce, essential services, including but not limited to, healthcare, police, fire, paramedics, military, social services, community services, food distribution, agriculture, postal and delivery services, education, security, transit, financial services, hospitality, commerce, manufacturing, construction, maintenance and repair, waste management, sanitation services, government, and administrative services would fail to function; and

WHEREAS our community owes a profound debt of gratitude to every single essential worker who ensured our community could continue to operate;

NOW THEREFORE, the Municipal Council of The Corporation of the City of Brantford HEREBY RESOLVES as follows:

- A. THAT March 17 BE PROCLAIMED by the Council for The Corporation of the City of Brantford to be Essential Workers Day in the City of Brantford; and
- B. THAT the Clerk BE DIRECTED to provide a copy of this resolution, with a covering letter, to MPP Will Bouma and MP Phil McColeman to respectfully request that the Government of Ontario and the Government of Canada formally declare March 17 to be Essential Workers Day to honour all of the essential workers who sacrificed so much during the COVID-19 pandemic; and
- C. THAT all municipalities across Ontario and Canada BE INVITED to proclaim March 17 to be Essential Workers Day in their respective municipalities, and that a copy of this resolution be provided to AMO, LUMCO, FCM, and ROMA for that purpose.

Emma Vokes CMMI
Legislative Assistant of Clerk's Services
The Corporation of the City of Brantford
100 Wellington Square Brantford, ON N3T 2M2
(519) 759-4150 ext. 5718



From: Minister MLTSD (MLTSD) [<mailto:Minister.MLTSD@ontario.ca>]
Sent: Wednesday, May 27, 2020 12:16 PM
To: Wenzler, Melissa <mwenzler@stcatharines.ca>
Subject: Response from the Minister of Labour, Training and Skills Development

Walter Sendzik
 Mayor, City of St. Catharines
 Brian York
 Director of Economic Development & Government Relations
 City of St. Catharines
 % mwenzler@stcatharines.ca

Dear Mayor Sendzik and Mr. York:

Thank you for your letter regarding the economic impact COVID-19 is having on the City of St. Catharines during this unprecedented time. Prior to entering elected politics, I worked at my family's business and can appreciate the difficult decisions small business owners are facing.

Ontario has developed a framework to guide our approach to reopening the province, and the Jobs and Recovery Committee is a key part of applying this framework. The committee will consult with people and businesses to assess the economic impacts of COVID-19 and learn about their unique needs.

I am honoured to be a member of the committee and value the opportunity to represent workers and Ontario's workforce development needs. I look forward to working with the other committee members on plans to get businesses back up and running and people back to work. My colleagues and I will work to get our economy moving again, with a focus on safe and healthy workplaces, job creation and opportunities for growth.

By starting the recovery work early, acting decisively and working with our partners in other levels of government and the private sector, our province will recover. We were confident in Ontario's future before COVID-19, and we remain confident now.

Thank you again for writing. I appreciate you sharing your survey results with me.

Sincerely,

[Original signed by]

Monte McNaughton
 Minister of Labour, Training and Skills Development

c: The Hon. Vic Fedeli, Minister of Economic Development, Job Creation and Trade
 The Hon. Rod Phillips, Minister of Finance
 The Hon. Lisa MacLeod, Minister of Heritage, Sport, Tourism and Culture Industries
 The Hon. Prabmeet Sarkaria, Associate Minister of Small Business and Red Tape Reduction

April 14, 2020

Hon. Monte McNaughton, M.P.P.
Ministry of Labour, Training and Skills Development
14th Floor
400 University Ave.
Toronto, ON
M7A 1T7

Sent via email: Minister.MLTSD@ontario.ca

Dear Minister McNaughton,

On behalf of the City of St. Catharines, we want to thank you for your leadership and unwavering support through this difficult period of our country's history. As we take preventative measures to stop the spread of COVID-19, the economic disruption of this pandemic has had a devastating impact on businesses in St. Catharines across all sectors and the Niagara region as a whole.

We are encouraged by your launch of the Ontario Jobs and Recovery Committee which will focus on getting businesses up and running and people back to work after the COVID-19 pandemic is over. Here in St. Catharines our Economic Development team, along with our regional partners, initiated a COVID-19 Business Impact survey to measure and track the effects on our local economy to be able to represent their needs as accurately as possible and tailor recovery efforts appropriately.

The results of this evidence-based impact survey, which had more than 2600 responses from businesses in the region (800 responses from St. Catharines), reported an estimated \$576M regional (\$76M St. Catharines) loss of revenue projected for the next 3 months. It is important to note that these numbers change by the day as new essential service orders are enacted to help flatten the curve. Industry sectors that rely on direct customer interaction, physical locations to conduct business, and those that rely on events and other forms of people gathering have experienced the most abrupt fall-out in regards to lost revenue.

The response from our business community as demonstrated both in the survey and in our ongoing daily communications focused on the impacts of closures, lost revenues, overall loss of productivity, and fixed operating costs which continue to accrue. While many businesses are making difficult existential decisions, the message we have heard is simple: immediate financial relief is urgently needed to ensure their survival.

 /MayorSendzik

 @WSendzik

 905.688.5601 ext. 1540

 wsendzik@stcatharines.ca

www.stcatharines.ca

TTY: 905.688.4TTY(4889)

While we fully support implementation of all measures recommended by public health officials, our data shows that business will require swift measures to ensure that these losses do not continue as we transition from rapid response to recovery efforts.

We continue to work with our local businesses and will be surveying them again to monitor the ongoing impacts. St. Catharines and Niagara can and will contribute significantly to the recovery of our provincial economy and we welcome the opportunity to meet with the Ontario Jobs and Recovery Committee to discuss a path forward.

Sincerely,



Mayor Walter Sendzik



Brian York
Director of Economic Development & Government Relations

CC: Honourable Doug Ford, Premier of Ontario
Honourable Victor Fedeli, Minister of Economic Development, Job Creation and Trade
Honourable Rod Phillips, Minister of Finance
Honourable Peter Bethlenfalvy, President of the Treasury Board
Honourable Caroline Mulroney, Minister of Transport
Honourable Christine Elliott, Deputy Premier and Minister of Health
Honourable Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs
Honourable John Yakabuski, Minister of Natural Resources and Forestry
Honourable Laurie Scott, Minister of Infrastructure
Honourable Lisa MacLeod, Minister of Heritage, Sport, Tourism and Culture Industries
Honourable Lisa Thompson, Minister of Government and Consumer Services
Honourable Prabmeet Sarkaria, Associate Minister of Small Business and Red Tape Reduction
Honourable Greg Rickford, Minister of Energy, Northern Development and Mines and Minister of Indigenous Affairs
Jennie Stevens, Member of Provincial Parliament
Jeff Burch, Member of Provincial Parliament
Sam Oosterhoff, Member of Provincial Parliament
Wayne Gates, Member of Provincial Parliament

**Ministry of Natural
Resources and Forestry**

Office of the Minister

Room 6630, Whitney Block
99 Wellesley Street West
Toronto ON M7A 1W3
Tel: 416-314-2301**Ministère des Richesses
naturelles et des Forêts**

Bureau du ministre

Édifice Whitney, bureau 6630
99, rue Wellesley Ouest
Toronto (Ontario) M7A 1W3
Tél.: 416-314-2301

354-2020-1006

June 8, 2020

Ms. Bonnie Nistico-Dunk
City Clerk
City of St. Catharines
bdunk@stcatharines.ca

Dear Ms. Nistico-Dunk:

Thank you for sharing with me your Council's resolution regarding the Abbey Mews Shoreline Protection Restoration project tender.

[Ontario's Flooding Strategy](#) outlines and introduces a series of new and enhanced actions that will reduce flood risks and make our province better prepared for flooding events. Furthermore, recommendation 31 within the [Special Advisor on Flooding's Report](#) recommended that the Ministry of Infrastructure work specifically with the Ministry of Natural Resources and Forestry on the design of future intakes of the Green stream of the Investing in Canada Infrastructure Program to ensure flood-related projects are eligible.

While the current Green stream application intake has closed, a future intake may launch and could address emerging priorities in environmental quality, disaster mitigation and adaptation, and climate change management. I have copied my colleague, the Honourable Laurie Scott, Minister of Infrastructure, to ensure she is aware of your request.

Thank you again for sharing your Council's resolution.

Sincerely,

John Yakabuski
Minister of Natural Resources and Forestry

- c: The Honourable Laurie Scott, Minister of Infrastructure
The Honourable Jeff Yurek, Minister of the Environment, Conservation and Parks
The Honourable Jonathan Wilkinson, Minister of Environment and Climate Change Canada
The Honourable Bernadette Jordan, Minister of Fisheries, Oceans and the Canadian Coast Guard



Dear Mayor of the City of St Catharines

June 5, 2020

Walter Sendzik,

Dear Mayor,

I ask that you please oppose any and all actions that promote 5G wireless on earth and in space. I urge you to instead support actions that establish *SafeG*TM, i.e. technology that prioritizes health, privacy, security, and the environment in the City of St Catharines and surrounding areas.

5G is being foisted on us at an unprecedented scale and absent proof of safety. 4G/5G antennas densely installed in communities and thousands of satellites transmitting from space will pollute formerly pristine natural areas and increase levels of radiation in already saturated urban areas.

Many life forms depend on the earth's magnetic field for navigation, breeding, food, and survival. Ample peer-reviewed science shows artificial radiation is disrupting natural processes, including our own. Cell towers may even alter soil in a way likely to cause soil infertility and reduce crop yield.[1] Insurance risk assessments have led to universal exclusion of wireless health claims. Who will pay when we are all ill?

Wireless investment misdirects resources and squanders investment in reliable infrastructure. Wireless communications perform poorly in extreme weather events. Wireless, especially 5G, consumes many times more power than wired technology. The addition of millions of new antennas and tens of thousands of satellites to connect every event, thing, and location on the planet to the internet will astronomically increase our energy footprint. Toronto has already started to roll out 5G and soon it will be expanded into our communities.

Our lives are now collected and manipulated for targeted marketing, political aims, and even criminal intent. 5G expands wireless uses for artificial intelligence and precise tracking. Our society faces unprecedented cultural and security risks as a result. Automating our lives has led to anti-social trends and digital addiction. We need alternatives to knee-jerk, single-minded technology investment.

Extraordinary action must be taken to identify and set the route to *SafeG*TM. Please heed first-person accounts of harm and scientific warnings and develop solutions that respect health, science, democracy, humanity, the natural world, resources and our climate. Even if wireless continues in use in the short or long term, steps must be taken to minimize risks, specially towards our younger generations, schools, daycare centres, hospitals and senior homes. Please help chart a wiser and safer course into the future.

Sincerely, two concerned citizens.

Alvaro Glaser/Andrea Lopez

[1] Adebayo E et al (2014) Effect of Radiofrequency Radiation from Telecommunication Base Stations on Microbial Diversity and Antibiotic Resistance, Journal of Applied Sciences and Environmental Management. 18(4)

Resources:

EMFscientist.org

5GspaceAppeal.org

Powerwatch.org.uk

SafeG.net

BioInitiative.org

PHIREmedical.org

MDSafeTech.org

MicrowaveNews.com

EnvironmentandCancer.com

EMF-Portal.org

EHTrust.org

KompetenzInstitute.org/brochures

SwissRe.com/institute/research/sonar/sonar2019.html (re: insurance report)

[1] Adebayo E et al (2014) Effect of Radiofrequency Radiation from Telecommunication Base Stations on Microbial Diversity and Antibiotic Resistance, Journal of Applied Sciences and Environmental Management. 18(4)



June 4, 2020

In This Issue

- COVID-19 resources.
- 2020-2022 AMO Board of Directors - Call for Nominations.
- Resolutions on Blue Box Transition due by June 30.
- Register for Blue Box webinar on June 9.
- Celebrate Accessibility Week.
- Apply for an AMO Federal Gas Tax Award!
- Deliver municipal services efficiently with digital solutions.
- Ontario government launches broadband fund
- On-site and excess soil management webinar.
- Update on AMO's groundbreaking Virtual Conference.
- AMO launches Virtual 2020 Exhibit Hall!
- Communications through COVID-19.
- Energy reporting deadline extended due to COVID-19.
- LAS is on YouTube.
- Group buying COVID-19 updates, PPE, and custom offerings.
- Road & Sidewalk Assessment - 80-90% funding available.
- Municipal participation is KEY to #ProjectMapleLeaf - eradicate human trafficking!
- Careers with TRCA, Peel Region and Niagara-on-the-Lake.

COVID-19 Resources

AMO's [COVID-19 Resources page](#) is being updated continually so you can find critical information in one place. Please send any of your municipally related pandemic questions to covid19@amo.on.ca.

AMO Matters

Please be advised that in accordance with AMO's governing by-law, the Secretary-Treasurer is requesting nominations to the 2020 - 2022 AMO Board of Directors. A completed nomination form and supporting material must be received no later than 12:00 noon, Monday, June 22, 2020.

Municipal Councils that operate Blue Box programs have until June 30, 2020 to pass a resolution on transition. For more information contact [Dave Gordon](#), or check [our website](#).

On June 9 from 10-12 noon, join Dave Gordon & Amber Crawford for a webinar on the Blue Box transition to full producer responsibility. Please [register here](#) or contact [Amber](#) for more information.

Municipal governments are at the forefront of creating accessible communities. Join AMO in celebrating National AccessAbility Week.

Has your community financed an innovative, exciting, or impactful infrastructure project with the federal Gas Tax Fund? Apply for an AMO Federal Gas Tax Award by **end of day Wednesday, June 10** to celebrate your municipality's efforts!

AMO and eSolutionsGroup, our building barrier-free websites partner, hosted a webinar to discuss digital tools that help municipalities maintain business operations and provide efficient services during the current crisis, the recovery, and beyond. These include digital forms, e-payments, and e-procurement.

Provincial Matters

On June 3, the Province announced the launch of the Improving Connectivity in Ontario (ICON) Program. This program was initially announced in July 2019, and AMO is pleased to see the Province moving forward. For more information on the program click here, or contact Amber Crawford, Policy Advisor.

On July 1, a regulatory framework under the *Environmental Protection Act*, O.Reg. 406/19, will come into effect to address the management of excess soils associated with the construction and redevelopment of brownfields. Register for a free webinar on June 4, where an expert panel will discuss the changes from a legal and municipal perspective.

Eye on Events

AMO is leading the way with its 2020 virtual conference providing the opportunity for you to participate from your desktop or mobile, living room or dock. New information on the program and Exhibit Hall are available now. Check back often as we update our website and you can register here.

AMO's 2020 Conference virtual exhibit hall offers an unparalleled opportunity for you to showcase your products and connect with delegates. Providing greater flexibility, extended trade show hours and multiple points of interaction and ways to highlight your products, this year's exhibit hall is a must attend event.

The need to pivot and respond quickly is a part of our new reality. To help you communicate the right message during COVID-19, we are offering AMO's Social Media webinar series for a nominal fee through AMO's Municipal Education Portal. Register now.

LAS

The Ministry of Energy has extended the 507/18 energy reporting deadline to October 1, 2020 due to COVID. They will run webinars on the reporting on June 16, 30; July 14, 28; September 8 or 22. Check out the Ministry's reporting portal for more information. Email BPSsupport@ontario.ca if you have questions.

Did you know LAS has a YouTube Channel? Subscribe here for webinars, program updates, and more!

Our [Group Buying Covid-19 update page](#) is being updated regularly. Offerings include PPE through Grainger, custom supplies from ATS Traffic and Staples Business Advantage to help you safely manage the pandemic in your facilities and communities.

A [Road and Sidewalk Assessment](#) with LAS provides the information needed to optimize every dollar spent on your surface assets. [FCM funding](#) is now available to cover up to 90% of the project cost. [Contact us](#) to get started.

Municipal Wire*

Human trafficking and sexual exploitation of children happens in municipalities across Canada at alarming rates. [Sign up to eradicate this issue](#) and link your community to the national challenge. On July 30 use your media to add the #eradicate filter, record your video stating “I joined the #ProjectMapleLeaf movement to #eradicate the buying and selling of girls (and boys) in Canada.” Invite 7 others to do the same. September 1 share #ProjectMapleLeaf messages playing in 4600 Tim Hortons coast to coast. October 1 join participants at your local Tim Hortons to watch the final message. Municipal participation is key.

Careers

[Enforcement Officer, Enforcement and Compliance - Toronto and Region Conservation Authority](#). Position status: Full Time (TRCA-127-20). Reports to: Manager of Enforcement and Compliance. To apply to this posting, please visit [Toronto and Region Conservation Authority Careers](#). Please submit your resume and cover letter quoting job posting #TRCA-127-20 prior to midnight on June 14, 2020.

[Chief Administration Officer \(CAO\) - Region of Peel](#). Position Type and Status: Regular Full-time. System ID: 2020-10088. Post End Date: 11:59 P.M., June 19, 2020. To apply for this position, please [click here](#).

[Chief Administrative Officer \(CAO\) - Town of Niagara-on-the-Lake](#). To explore this opportunity further, please submit your resume and related information online to Kartik Kumar, Legacy Executive Search Partners at notlcao@lesp.ca by Friday, July 31st, 2020. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

About AMO

AMO is a non-profit organization representing almost all of Ontario's 444 municipal governments. AMO supports strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of Ontario's and Canada's political system. Follow [@AMOPolicy](#) on Twitter!

AMO Contacts

AMO Watch File Tel: 416.971.9856

[Conferences/Events](#)

[Policy and Funding Programs](#)

LAS Local Authority Services

MEPCO Municipal Employer Pension Centre of Ontario

ONE Investment

Media Inquiries Tel: 416.729.5425

Municipal Wire, Career/Employment and Council Resolution Distributions

*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.



June 11, 2020

In This Issue

- COVID-19 resources.
- 2020-2022 AMO Board of Directors - Call for Nominations.
- Resolutions on Blue Box Transition due by June 30.
- Submit request to meet with ministers and parliamentary assistants at AMO 2020.
- Update on AMO's groundbreaking Virtual Conference.
- AMO launches Virtual 2020 Exhibit Hall!
- Communications through COVID-19.
- Energy reporting deadline extended due to COVID-19.
- Improve productivity through better lighting!
- Energy Training during social distancing.
- Short Term Rental Toolkit survey.
- Webinar: Cramahe Township on achieving efficiencies for smaller organizations.
- Careers with MTO, Goderich, Ottawa, Simcoe, Wellington, and Cobourg.

COVID-19 Resources

AMO's [COVID-19 Resources page](#) is being updated continually so you can find critical information in one place. Please send any of your municipally related pandemic questions to covid19@amo.on.ca.

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Eye on Events

Delegation meetings remain a key feature of the AMO conference. That's not changing, it's just going virtual. Deadline to request delegation meetings at the AMO AGM and Annual Conference is June 30. Submit your requests using the online form in [English](#) or [French](#).

AMO is leading the way for municipal virtual conferences, providing you the opportunity to participate from almost anywhere. New program and conference [information](#) is now available. [Register here](#).

AMO's 2020 Conference [virtual exhibit hall](#) offers an unparalleled opportunity for you to showcase your products and connect with delegates. Providing greater flexibility, extended trade show hours and multiple points of interaction and ways to highlight your products, AMO's conference is the place to network and connect.

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Improve productivity and enhance customer experience in your municipal buildings by converting your old lights to LED. Participate in the [LAS Facility Lighting Service](#). IESO incentives are available for a limited time. Contact [Christian Tham](#) to get started!

Want to keep your mind sharp in an era of social distancing? LAS and Stephen Dixon (TdS Dixon) offer [online customized Energy Training workshops](#) including a virtual energy hunt! IESO incentives up to 75% are available. Book your workshop by contacting [Christian Tham](#).

Municipal Wire*

Generation Squeeze and FCM are working together to understand municipal government needs when considering short term rentals and are conducting a survey of local governments. Municipal governments interested in taking part in the survey can [access it here](#).

Since modernizing its meeting management process, Cramahe Township has unlocked cost savings using eSCRIBE Lite. Join Joanne Hyde, Township Clerk, and eSCRIBE, [AMO's digital meeting management partner](#), as they discuss how smaller municipalities can achieve efficiencies even during a pandemic. Sign up for the [June 18 or 24 webinar](#).

Careers

[Directors in Operations \(5\) - Ministry of Transportation \(MTO\)](#). Director of Operations:

4 Permanent (Locations: London, North Bay, Thunder Bay, Toronto). Director, Transportation User Services Branch: 1 Permanent (Location: This position currently resides in St. Catharines; however, the location is flexible.) Please apply online, only, by Wednesday, June 17, 2020, by visiting [Ontario Public Service Careers](#). Please follow the instructions to submit your application.

Tourism & Community Development Officer - Town of Goderich. Application Deadline: Thursday, June 18, 2020. Reports to: Chief Administrative Officer. Please mail or drop off a cover letter and resume in confidence to the following address or email one PDF document to goderichinfo@goderich.ca: Town of Goderich – Human Resources, 57 West Street, GODERICH, Ontario N7A 2K5. Phone: 519.524.8344. For more information please visit Career Opportunities on the Town of Goderich's [website](#).

Manager, Financial Service / Gestionnaire, Services financiers - City of Ottawa / Ville d'Ottawa. Department: Finance Services, Corporate Finance Service, Financial Services Branch. Position Status: 1 Full Time Continuous. Competition #: 2020-EX-EN-52924093-01. Deadline: June 19, 2020. For more information and to apply, visit the career site at the [City of Ottawa](#).

Sustainable Operations Program Supervisor - County of Simcoe. Employment Status: Permanent Full-Time. Location: Midhurst, Ontario. Reference Code: 812. Closing Date: June 23, 2020. View the job description and submit your application online at [County of Simcoe Jobs](#).

Emergency Manager/Community Emergency Management Coordinator (CEMC) - County of Wellington. Applicants are invited to submit a cover letter and resume, clearly marked Posting #057-20 by Friday, June 26 at 4:00 pm. ATTENTION: HR DEPARTMENT, County of Wellington Administration Centre, 74 Woolwich Street, Guelph ON N1H 3T9. E: careers@wellington.ca or F: 519.837.8882. Please respond by one method of application only. No phone calls please.

Chief Administrative Officer - Town of Cobourg. A growing and thriving community, Cobourg is known as the “gem of Lake Ontario” for its prime location on the lakeshore between Toronto and Kingston. To explore this opportunity further, please submit your cover letter, resume and related information online to Kartik Kumar, Legacy Executive Search Partners cobourgcao@lesp.ca by July 9th, 2020.

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Municipal Wire, Career/Employment and Council Resolution Distributions

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Board of Directors Meeting Highlights- May 21st, 2020

On Thursday, May 21, 2020, the Board of Directors of the Niagara Peninsula Conservation Authority held its regularly monthly meeting electronically. Highlights from the meeting include:

Delegations:

The Board received a written presentation from Save Wainfleet - Keeping it Rural regarding concerns with a proposed Lakeshore Road development known as Lakewood Beach. The Board directed staff to investigate and report back to the June Board of Directors meeting.

Walker's Creek and Beamer Creek (City of St. Catharines) Floodplain Mapping Update:

After a public information session held in March and significant public outreach, the Board approved revised floodplain mapping undertaken in conjunction with Stantec Inc. for Walker's Creek and Beamer Creek within the City of St. Catharines.

Water Quality Monitoring Program Summary Report for the Year 2019:

The Board received the 2019 Water Quality Monitoring Report and directed staff to investigate and report back on the NPCA's obligations for public health risk notification and for reporting on water quality issues.

Planning and Permitting Housekeeping Amendment:

The Board agreed to defer proposed policy changes applicable to new septic systems within 30 metres of wetlands pending the anticipated establishment of new regulations from the Province. The Board also directed that a review of all wetland policies occur in conjunction with the enactment of the provincial regulation.

Final Draft Client Service Standards for Plan and Permit Review:

The Board adopted a '*Client Service Standards for Plan and Permit Review*' alongside a resolution asking staff to monitor the volume of inquiries to determine adequate level of staffing required to meet new standards. The Client Service Standards document is to be included in the proposed NPCA Procedure Manual. A new comprehensive fee policy aligned with the new Client Service Standards will be presented to the Board once the updated provincial regulation has been proclaimed. An interim fee update for 2021 will be presented for Board approval in Q4 2020 and the NPCA's overall Client Service Delivery Charter will be updated to align with the approved Planning Standards to ensure exceptional customer service organization wide.

Report on Covid-19 Pandemic – Financial Impact and Recovery Planning:

The Board received a report from staff regarding the business continuity, operational response, recovery planning and financial impact of the current state of emergency resulting from the Covid-19 pandemic.

Financial Approvals:

Scott Plugers from the firm of KPMG presented the NPCA's 2019 Audited Financial Statements which were reviewed and subsequently approved by the Board.

The Board went on to approve a work plan for the Audit and Budget Committee along with changes to the Committee's Terms of Reference which will be incorporated within upcoming revisions to the Administrative By-law. Amongst these, going forward, the Audit and Budget Committee will be known as the Finance Committee.

Links to Minutes and Video:

<https://npca.ca/administration/board-meetings>

To: Council

Cc: Senior Leadership Team and
John Bellehumeur, Manager Parks, Cemeteries, Forestry and
Horticulture

From: Michael Patterson, Process Review Analyst
Lucia Chen, Manager, Budgets and Procurement
Robyn Shearer, Administrative Assistant

Date: June 9, 2020

Subject: COVID-19 Related Golf Course Surcharges

At the request of Council, staff was directed at its June 3, 2020 meeting to bring forward an update on pricing flexibility and investigate creating COVID-19 specific surcharges at the St. Catharines Municipal Golf Course. The open date at the course is scheduled for July 1, 2020 subject to approvals from provincial and public health authorities. At present the golf course is estimated to have a financial shortfall of \$382,000 for opening July 1, 2020 to October 31, 2020 and a \$177,000 shortfall for opening July 1, 2020 to August 31, 2020.

Rates and Fees

The City of St. Catharines currently collects rates and fees under by-law number 2019-194. User Fees are charged by the City of St. Catharines for purchases of publicly provided goods and services. The rationale for charging fees is that those who distinctly benefit from a good or service should be the ones to pay for it. The legislation primarily governing user fees is Section 391 of the Municipal Act. Under this section, municipalities are authorized to charge fees for goods and services subject to several limitations. A COVID-19 surcharge at the golf course to recover costs for personal protective equipment, barriers and other public safety measures does not conflict with any of the limitations of section 391 of the Municipal Act.

Golf Course Industry and Business Research

According to IBIS World¹, an international business research firm, from 2015 to 2020, golf courses in Canada have performed poorly as a result of declining interest in golf among a range of demographics. Declining consumer confidence and increased competition from other leisure activities is contributing to the decrease in demand.

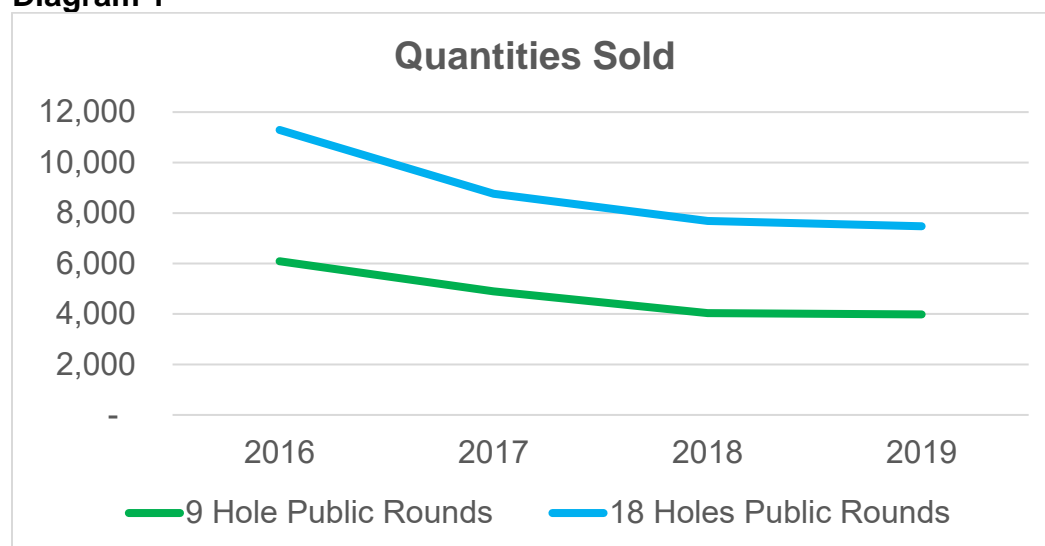
¹ <https://www.ibisworld.com/canada/market-research-reports/golf-courses-country-clubs-industry/>

In addition to this general business trend, a comprehensive study entitled, “On the Demand and Supply of Golf Courses”², which reviewed data in both Canada and the US using over 100 variables for approximately 17,000 courses determined that the demand for golf is “actually quite elastic”. This means that golfers are very price sensitive and the study estimates that a five percent increase in greens fees would lead to a nine percent reduction in rounds played.

St. Catharines Municipal Golf Course

A high-level review of the green fees sold at the St. Catharines Municipal Golf Course was reviewed to determine if St. Catharines was deviating from the general business trend. As evident from the diagram below, St Catharines Municipal Golf Course is not deviating from the general business trend since the number of green fees sold has steadily declined since 2016.

Diagram 1



Customer retention

Since the historical trend in demand is declining and golfers are price sensitive to changes, a COVID-19 surcharge is expected to have a significant negative impact on the number of golf rounds sold.

Local Golf Market and Municipal Comparators

Staff have researched a number of comparator golf courses to determine if they implemented COVID-19 surcharges. The organizations contacted included Brock Golf Course, Fox Run Golf Course, Whisky Run Golf Club, Niagara-on-the-Lake Golf Club, the City of Hamilton and the City of London.

All organizations indicated they were not charging a COVID-19 surcharge.

² <http://citeseerx.ist.psu.edu/viewdoc/download?doi=10.1.1.536.174&rep=rep1&type=pdf>

Staffing Levels

Table 1 below categorizes the staffing levels at the golf courses operated by City of St. Catharines, the City of Hamilton and the City of London. The City of Hamilton operates two golf courses: Chedoke (36 holes) and King's Forest (18 holes). The City of London operates three properties throughout the city including the following courses: Thames Valley Classic (18 holes), Thames Valley Hickory (9 holes), Fanshawe Traditional (18 holes), Fanshawe Quarry (18 holes), Parkside Nine (accessible 9 holes) and River Road (18 holes).

This information is an outline of the golf course personnel structure in each city using pre-COVID-19 staffing levels at the height of golf season. London and Hamilton were not able to provide accurate information about their current staffing levels given the fluidity of the COVID-19 situation.

Table 1

City	Holes	Full Time	Casual	Students	Volunteers	Total
St. Catharines	18	1	9	8	N / A	18
Hamilton	54	8	34	N / A	40	82
London	90	8	85	N / A	N / A	93

Note: "Full Time" means the staff member is employed with the City year-round and "Casual" means the staff member is seasonal. The volunteers with the City of Hamilton work limited hours as course rangers (marshal's) and are compensated with rounds of golf.

Conclusion

Since demand for the golf course is in decline, golf course users are highly price sensitive and no other comparable courses are charging a COVID-19 surcharge, it is not recommended to implement the fee. Any increase in revenue from the surcharge is likely to be offset by a decrease in demand and contribute further to the declining demand at the St. Catharines Municipal Golf Course.

If you have any questions or concerns regarding golf course fees, contact Kristine Douglas or Darrell Smith.

City Council Outstanding Reports List

9

Reports by Strategic Pillar

Cultural 1 **Economic** 0
Environmental 3 **Social** 3

Reports Related to Strategic Plan 7

Reports Unrelated to Strategic Plan 21

Updated: June 12, 2020

Relation to Strategic Plan	ORL #	Requested	Requested by	Request	Lead Dept.	Expected Return Date	Comments
Cultural	2019-44	2-Dec-19	Porter	That staff be directed to gather the appeal processes for all grant programs and report back to Council	CRCS	Q2 2020	From BSC minutes of October 28, 2019
Environmental	2019-20	24-Jun-19	Mayor Sendzik	Corporate waste reduction strategy including best practices for municipal waste diversion and organics at city facilities, parks, beaches, public spaces and events at City facilities, including an implementation strategy and budget for 2020.	EFES / MW	Q1 2020	Report going to Environmental Sustainability Committee prior to going to Council
Environmental	2019-39	4-Nov-19	Townsend	Single-use plastic bag ban	EFES / LCS / EDTS	Q4 2020	
Social	2019-03	11-Feb-19	Porter	Policy and funding methods for how the City could support requests for assistance for affordable housing endeavors in the future	PBS	Q4 2020	To be incorporated in CIP Review Process. Should be considered with 2021 Budget
Social	2019-49	16-Dec-19	Mayor Sendzik	That the needle pick-up team be a pilot project that includes tracking of the number of needles picked up, the cost of cleaning up spaces that have been subjected to abuse by people using needles and other drugs; and other issues around homelessness and addictions found in city parks and that the findings be reported back to Council by November 2020; and That data be used to secure future funding from Regional, provincial and federal governments to deal with this epidemic	MW		Requested return November 2020
None	2019-22	15-Jul-19	Townsend	Amend sign by-law to permit digital signage on City-owned properties and buildings, including the appropriateness and ability to include third-party advertising as part of digital signage on City-owned properties.	PBS / COMMS	Q3 2020	Appeal Information Report - Application for Sign By-law Variance; 142 St. Paul Street; Owner: 2400795 Ontario Inc. was deferred 8-12-19 until ORL #2019-22 is presented to Council. Requested return Q4 2019
None	2019-26	12-Aug-19	Siscoe	Renaming of parkette at 91 York Street	CRCS	Q4 2020	Requested to be removed from ORL. Will be removed following June 22, 2020 meeting
None	2019-29	09-Sep-19	Littleton	Report back on the existing street naming process with ways to include more public engagement, perhaps similar to the park naming process	PBS	Q3 2020	
None	2019-31	09-Sep-19	Garcia	Creation of a new rental category for use of vacant and unused City properties by Community-based Volunteer Groups (not to be used for commercial purpose)	FMS / CRCS	Q1 2020	Rental fees to be waived in total for volunteer groups. Groups still need proper insurance and to help with maintenance. New category incorporated into 2021 Rates and Fees report going to BSC June 15. Rates and Fees report scheduled to go to Council July 13
None	2019-33	09-Sep-19	Townsend	Naloxone training for City staff and City Councillors, including availability of Naloxone kits in the trunks of City vehicles and Councillors' vehicles.	CSS		Was brought to Feb 10, 2020 meeting. Referred to staff by Coun. Littleton for additional
None	2019-40	2-Dec-19		That staff report back to Council with a schedule for Deputy Mayors	LCS	Q3 2020	
None	2019-41	2-Dec-19	Littleton	That staff report back regarding the Conversion of Grantham South to a one-way street heading north from Queenston Street to Eastchester Avenue	EFES	Q3 2020	
None	2019-43	2-Dec-19	Kushner / Phillips	That staff utilize the EngageSTC portal to gather public feedback and report back end of Q1 2020 regarding a national ban on handguns and the joining with other municipalities that are advocating for a national ban on handguns.			Return requested for Q1 2020
None	2019-47	16-Dec-19	Miller / Mayor Sendzik	That the request for funds to be used to record in-camera meetings be referred to 2020 for a report including the upgrading of screening services for all meetings (open and closed sessions).	LCS		

Relation to Strategic Plan	ORL #	Requested	Requested by	Request	Lead Dept.	Expected Return Date	Comments
None	2020-05	24-Feb-20	Littleton	Family Care and Accommodation Policy	CSS		Develop a family care and accommodation policy (including but not limited to barrier-free access to childcare, transportation, dependent care) to improve equitable access and reduce systemic barriers to public participation in all city-initiated public meetings, citizen advisory committees and statutory meetings. Report to go to BSC prior to Council

Follow Up Reports

Relation to Strategic Plan	ORL #	Requested	Requested by	Request	Lead Dept.	Expected Return Date	Comments
Social	2020-02	13-Jan-20	Townsend	E-Scooter report with results of consultation with stakeholder groups and risk management analysis	EDTS / EFES / MW		Follow up report. Initial report (EDTS/CRCS-006-2020) approved January 13, 2020
None	2020-03	15-Jul-19	Porter	Living Wage Employer Implementation Plan, including financial impacts to the City.	CSS		Follow up report. Initial report (CAO-144-2019) approved July 15, 2019
None	2020-07	24-Feb-20	Porter	Revised Graffiti Program: Consult with the community, the relevant cultural committees and downtown stakeholder groups to modernize the graffiti program and by-law by 2021.	PBS	Q4 2020	Follow up report. Initial report (PBS-010-2020) approved February 10, 2020
Environmental	2020-08	03-Jun-20	Porter	That staff prepare a report and budget in advance of the 2021 budget deliberations regarding a cul-de-sac program	MW		Follow up report. Initial report (FMS-085-2020, Sub-Item 10.2) approved June 3, 2020. See minutes of June 3, 2020 General Committee Meeting for additional information requested for inclusion in the report.

Reports Affected by COVID-19

Relation to Strategic Plan	ORL #	Requested	Requested by	Request	Lead Dept.	Expected Return Date	Comments
None	2019-12	15-Apr-19	Porter	Review of Citizen Appointments to Boards and Committees Policy	LCS	Q4 2020	Postponed due to COVID-19
None	2019-23	15-Jul-19	Littleton	Opportunities and strategies for the City to support neighbourhood associations and neighbourhood-based community groups, including best practices and information gathered from the forum	CRCS	Q2 2020	Staff report will come forward following the neighbourhood association forum. Forum was scheduled for March 28 but was postponed to a later date due to COVID-19
None	2019-34	23-Sep-19	Mayor Sendzik	That additional staffing be considered for RZone in the 2021 budget deliberations and come back to Council with a report in Q3 2020	CRCS	Q3 2021	Given the financial implications of COVID-19, this report will be deferred to Q3 2021 for the 2022 budget deliberations.
None	2019-45	16-Dec-19	Porter	That staff be directed to consult with the public and report back to Council in Q2 with recommendations for how to use the telephone town hall money	FMS	2021	Due to COVID-19, Council approved deferring the proposed budget engagement plan until the 2022 budget cycle and that the Telephone Town Hall continue for the 2021 budget process.
None	2019-46	16-Dec-19	Porter	That staff report back after completion of the WE Day event, including how many staff hours were spent		2021	Due to COVID-19, the WE Day event scheduled for fall 2020 was suspended. New event date is not yet rescheduled. Requested to be removed from the ORL. Will be removed following the June 22, 2020 meeting



Corporate Report City Council

Report from: Office of the Chief Administrative Officer

Report Date: June 19, 2020 **Meeting Date:** June 22, 2020

Report Number: CAO-087-2020 **File:** 10.4.19

Subject: COVID-19 Update – June 22, 2020

Strategic Pillar:



Recommendation

That report CAO-087-2020, regarding COVID-19 Update – June 22, 2020, be received for information purposes. FORTHWITH

Summary

The purpose of this report is to provide Council with ongoing updates on the City's Municipal Emergency Control Group's (MECG) planning activities to address the rapidly evolving global COVID-19 pandemic from a strategic and proactive approach. The report illustrates the MECG's ongoing commitment to their four objectives and three considerations for reopening facilities and services.

The report provides an update on the City's recovery process, an overview of the impact of the implementation of the next stage of recovery announced by the Province of Ontario and updates from motions and directions to staff from the June 3, 2020 Council meeting.

For the latest information on the City's recovery, visit <http://www.EngageSTC.ca> and the City's social media platforms.

Relationship to Strategic Plan

City staff are responding to the COVID-19 pandemic as it has affected the economic, social, environmental and cultural sustainability of the City. City staff have prioritized their objectives to heavily focus on recovery efforts of COVID-19 to mitigate the impact on the community and support the sustainably pillars through new and innovative ways.

Background

On March 12, 2020, the City of St. Catharines partially activated its Emergency Operations Centre (EOC), to support the work of the Municipal Emergency Control Group (MECG) in their response to COVID-19 pandemic and the provision of essential services.

In March 2020, Provincial Orders resulted in the closure of various businesses and services, which impacted municipalities and their communities, to reduce the spread of COVID-19.

As the Province moved into stage one of its recovery, certain businesses and community service providers were able to open and/or provide services in a modified way effective Tuesday, May 19, 2020.

On June 15, 2020, the Province announced that Niagara would be moving to stage two of reopening as of Friday, June 19, 2020 at 12:01 a.m. As a result, a number of businesses and public facilities were able to reopen with measures in place to help prevent the spread of infection.

In anticipation of the Province's reopening announcements, efforts were made through the City's Municipal Emergency Control Group (MECG), the City's Recovery Team and many staff members, to draft a recovery plan for the City of St. Catharines titled [STC Framework to Recovery](#), which was shared at the June 3, 2020 Council meeting.

The primary focus of this report is to share updates on the STC Framework to Recovery with Council based on recent announcements made by the Province and provide Council with any additional updates stemming from the June 3, 2020 Council meeting.

This is the sixth update from the MECG regarding COVID-19. Details regarding preparedness, response, recovery and future planning can be found in the following previous reports to Council:

- [Report CAO-063-2020](#) – April 8, 2020 Council
- [Report CAO-064-2020](#) – April 22, 2020 Council
- [Report CAO-072-2020](#) – May 6, 2020 Council
- [Report CAO-077-2020](#) – May 20, 2020 Council
- [Report CAO-083-2020](#) – June 3, 2020 Council

Report

The COVID-19 pandemic continues to pose a serious threat to the community as well as the City's ability to provide all levels of service in the same manner as they were previously delivered.

The MECG continues to respond to the pandemic proactively and has been diligently planning for potential future developments. The MECG continues to be dedicated to the safety of staff and the community, while ensuring essential services continue to be delivered without interruption and is focusing recovery.

The MECG remains committed to their four objectives with a heavy focus on the STC Framework to Recovery as the Province continues to lift restrictions and move into stage two of reopening.

MECG's planning and decisions are guided by their four key objectives:

1. To focus on recovery while continuing to provide essential services.
2. To ensure the health, safety and security of the public and staff during the pandemic and through the recovery process.
3. To continue to be able to support Niagara Health, Public Health, Niagara Region and our other partners.
4. To ensure the organization remains in a financially stable condition during this pandemic.

[Report CAO-083-2020](#) was brought to Council on June 3, 2020 and contained the STC Framework to Recovery. The report listed various recommendations approved by Council in its motions. A summary on recent Provincial announcements and how they affect the STC Framework to Recovery and an update on motions and staff directions can be found below.

Provincial Stage Two Reopening

On June 15, 2020, Premier Doug Ford announced that as of Friday, June 19, 2020, Niagara and six other regions, which include Durham, Hamilton, York, Halton, Haldimand-Norfolk and Sarnia-Lambton County, will be allowed to move into stage two of reopening. Toronto, Peel and Windsor-Essex remain in stage one.

Places that can open in Stage Two (subject to compliance with rules to protect workers and the public):

- Personal and personal care services
- Restaurants and Bars (outdoor areas only)
- Shopping Malls and Centres (restrictions on certain amenities)
- Photography, Film and TV
- Tour and Guide Services
- Water Recreational Facilities (indoor/outdoor pools and splash pads, no high contact aquatic features)
- Outdoor Recreational Facilities (low-contact activities, no playgrounds)
- Beaches, Parks and Camping (with stage one limitations lifted)
- Outdoor Recreational Team Sports (for training, must physically distance, limited access to facilities)
- Drive-in and Drive-Thru Venues
- Wedding, Funerals and Similar Gatherings (must comply with social gathering limits)
- Libraries (limited on-site services)
- Community Centres (limited/modified programs)
- Attractions and Heritage Institutions (Interactive and high-contact remain closed)
- Small Outdoor Events (in line with gathering restrictions)

While the announcement of Niagara reaching stage two is a welcoming one for the City as various businesses, workplaces and services can begin to open, dates and approaches for City facilities and services may vary based on a number of considerations including the ability to reopen safely.

The provincial emergency orders require the person responsible for operating the business to comply with the *Occupational Health and Safety Act* to take all reasonable precautions in the circumstances to protect the health and safety of workers and to operate the business in compliance with the advice, recommendations or instructions of public health officials. Reopening of City facilities and resuming services will require detailed risk assessments and the implementation of modified operating procedures. This work is underway; however, it is paramount to note that the resumption of services and reopening of City facilities will not be a return to normal.

The MECG keep three recovery considerations in the forefront of their decision making to open City services and facilities.

1. **Safety:** Can we deliver the service safely and maintain that safety?
2. **Feasibility:** What resources are necessary to deliver it safely, and is it fiscally responsible to expend that investment?
3. **Community:** How does this investment fit in the overall picture of the recovery for our community? Will it service a broad section of the community? Is it available through other partners?

STC Framework to Recovery

At the June 3, 2020 Council meeting, staff provided the STC Framework to Recovery as an appendix. The framework included a list of action items as part of City's recovery as well as a list of facilities and services and their planned reopening dates based on assumptions of when the Province will enter the various stages of recovery.

As mentioned above, the Province announced Niagara entered stage two of reopening on Friday, June 19, 2020. This announcement has caused some adjustments to be made to the STC Framework to Recovery in regards to dates of when facilities will open. The below chart illustrates facility opening dates.

Facilities Reopening in Stage 2		
Outdoor Amenities	Reopening	Notes
Beaches	June 26	Washrooms will be open to coincide with Niagara Region posting beach monitoring / water quality results.
Victoria Lawn Cemetery	June 20	Mausoleum open, with occupancy limits. Administration building available by appointments only.
Splash pads	July 1	Requires inspection prior to opening. May open sooner. Washrooms will be open.
Garden City Golf Course	July 6	Individuals must book tee times. No cash payments. Snacks and beverages sold, grill not open.
Happy Rolph's	Currently open for passive use.	No confirmed date yet on when washrooms will be opened. No animals this season.
Sports fields	July 1	Staged approach beginning with opening of Kiwanis field and McCaffery.
Playgrounds	Still closed under provincial orders in stage 2.	Will reopen when provincial orders allow.

City admin buildings	Reopening	Notes
City Hall	No confirmed date	Services continue to be delivered in a modified format. Under review by recovery team.
Fire Prevention office		
Buchanan		

Corporate Communications has designated an area on the City's [engagestc.ca](https://www.engagestc.ca) website with detailed information on facilities and future planned openings, which is available at: <https://www.engagestc.ca/facilitiesrecovery>

Motion and Direction Updates from June 3, 2020 Council Supporting Local Businesses

At the June 3, 2020 Council meeting, City Council unanimously supported the Economic Development and Tourism (EDTS) departmental pandemic recovery plan. Council also approved staff to explore temporary street closures to support business and economic recovery efforts and delegated staff authority to initiate, collaborate and oversee a plan for a series of municipally-owned road and lane closures.

The EDTS recovery plan outlined numerous steps to help businesses adapt to the new economic and operational contexts introduced by COVID-19, building local economic resiliency, with coordinated efforts based on directives from the federal and provincial governments. The objective of this document is to develop a long-term economic recovery strategy for St. Catharines in the aftermath of the COVID-19 crisis that will inform and direct efforts to support the transition of businesses, employees and other community organizations and assets into a post-pandemic recovery phase. Staff will work with a number of partners and agencies to implement the 17 key outcomes, 25 initiatives and 79 actionable items.

Both Council and staff recognize that small businesses are the backbone the City's economy and their recovery is critical to the recovery of St. Catharines. As such, staff have worked with St. Catharines Downtown Association to manage weekend closures of St. Paul Street between William Street and Carlisle Street beginning Friday, June 26, 2020 from 3 p.m. through to Sunday, June 28, 2020 at 11 p.m. The weekend closures will remain in place until further notice.

As the City of St. Catharines enters into Phase Two, Stage Two of the Provincial Government's COVID-19 "Reopening Ontario" framework, staff is working with businesses to inform them of the criteria and procedures for the responsible reopening while keeping in line with measures to enable proper physical distancing that protects residents, customers and frontline staff. EDTS staff continue to offer webinar training to support the reopening efforts and help businesses adjust to the changing conditions.

In late March, City staff also launched PickUPSTC.ca - which provides links to local businesses that remain open through the COVID-19 outbreak. To date, the site features more than 200 local businesses and has seen 16,000 users and more than 50,000 page views. In addition, a team of City staff recently launched an expedited temporary patio application process that provides a streamlined approach to helping restaurants bring back their customers in safe manner. More than a dozen applications were received from across the city from businesses looking to install a patio. Staff have also secured the [URL PatioSTC.ca](http://URLPatioSTC.ca) to help drive more traffic to patios that will be open under stage two.

Businesses in St. Catharines are still learning and adapting to the fluidity of the COVID-19 pandemic. Staff in EDTS at the City of St. Catharines will continue to offer support and guidance to businesses to ensure their success.

Garden City Golf Course

At the June 3, 2020 Council meeting, Council approved opening the Garden City Golf Course for July and August and for staff to review the operations and finances to extend its opening in September and October. Additionally, Council directed staff to contact other municipalities regarding operations / staffing for golf courses and to consider a 'COVID fee' for the golf course.

A memo was sent to Council on June 9, 2020 (Appendix 1) in response to the above direction. Highlights of the memo are as follows:

- The golf course is scheduled to open for July 1, 2020, subject to approval from health authorities. The date of reopening is tentatively set for July 6.
- Staff contacted various golf courses including courses in Hamilton and London. All indicated they were not charging a COVID-19 surcharge. A COVID fee is not recommended by staff, as research shows golf course users are highly price sensitive and any increase in revenue from the surcharge is likely to be offset by a decrease in demand.
- Pre-COVID staffing levels for the Garden City Golf Course were compared against the City of Hamilton and City of London. St. Catharines has 18 staff members for one golf course, the City of Hamilton has 82 staff (with 40 being volunteers) for two golf courses and the City of London has 93 staff for six golf courses.

SCCIP Program Funding

At the June 3, 2020 Council meeting, Council passed the following motion:

“That SCCIP funding not be decreased; and

That the 2020 SCCIP budget be maintained; and

That unspent money be used to create a temporary COVID fund for music, arts and cultural activities that support downtown revitalization and enhance public life during the recovery; and

That staff be directed to temporarily revise SCCIP policies to allow this initiative to proceed; and

That Council approve the expediting of funding to Sustaining Fund clients in the second round of SCCIP allocations.”

Staff circulated a memo to Council on June 15, 2020 in response to the above motions related to SCCIP (Appendix 2). Highlights of the memo are as follows:

- Round 1 – Culture Days Activity Program. The allocation for the Culture Days Activity Program will be \$15,000
- Round 2 – The Sustaining Fund – Core, Midsize and Festival. Current clients will have an expedited application process, funded at their 2019 allocation plus 1.9%
- Round 3 – Will be replaced with a new program called St. Catharines Arts and Culture Community Revitalization Program. It will be open to a broader spectrum of applicants and will be in support of downtown revitalization and the enhancement of public life during the recovery from COVID-19.

Student Hires

At the June 3, 2020 Council meeting, Council directed staff to request the union allow for the hiring of summer students to assist with operations and explore any possible funding programs that may be offered / available to assist with bringing on summer students.

On June 19, 2020, staff sent a memo to Council in response to the above direction to staff. See Appendix 3, Canada Summer Jobs Memo to Council.

Highlights of the memo are as follows:

- The City received Canada Summer Jobs (CSJ) approvals with the museum for two positions, in collections and also in exhibits, for potential grant funding of \$7,840. The museum was able to secure funding for the fall of 2020 for the positions.
- Human Resources had applied for 2020 summer maintenance student funding but the application was rejected.
- Discussions were held with the union regarding the use of summer students. At this time, the City is in the process of recalling all full-time CUPE 150 staff. Staff will also be recruiting for 150 casual positions and students will be considered as part of the City's recovery plan.

Boards and Commissions

The St. Catharines Public Library, St. Catharines Transit Commissions and the FirstOntario Performing Arts Centre continue to plan for their own recovery while working closely with City staff. Updates on their recovery efforts and the effects of the Niagara Region entering stage two of reopening can be found in Appendix 4.

Financial Implications

An updated financial forecast was provided to Council at the June 3, 2020 meeting. Given the fluidity of the COVID-19 pandemic, the forecast will continue to change and updates to Council will be provided as required.

Conclusion

The COVID-19 pandemic continues to evolve and is still a threat to the community. The MECG will continue to implement proactive responses and plan for potential developments with the safety and well-being of the community and staff at the forefront.

The MECG will continue to focus on recovery for the City of St. Catharines while remaining committed to the four objectives and three considerations for reopening facilities and services.

For the latest information on the City's recovery, visit <http://www.EngageSTC.ca> and the City's social media platforms.

Prepared and Submitted by

The City of St. Catharines Municipal Emergency Control Group (MECG)

Approved by

Shelley Chemnitz
Chief Administrative Officer

David Oakes
Deputy Chief Administrative Officer

Appendices

- Appendix 1 – Garden City Golf Course Memo to Council
- Appendix 2 – SCCIP Funding Memo to Council
- Appendix 3 – Canada Summer Jobs Memo to Council
- Appendix 4 – Boards and Commissions Update

To: Council

Cc: Senior Leadership Team and
John Bellehumeur, Manager Parks, Cemeteries, Forestry and
Horticulture

From: Michael Patterson, Process Review Analyst
Lucia Chen, Manager, Budgets and Procurement
Robyn Shearer, Administrative Assistant

Date: June 9, 2020

Subject: COVID-19 Related Golf Course Surcharges

At the request of Council, staff was directed at its June 3, 2020 meeting to bring forward an update on pricing flexibility and investigate creating COVID-19 specific surcharges at the St. Catharines Municipal Golf Course. The open date at the course is scheduled for July 1, 2020 subject to approvals from provincial and public health authorities. At present the golf course is estimated to have a financial shortfall of \$382,000 for opening July 1, 2020 to October 31, 2020 and a \$177,000 shortfall for opening July 1, 2020 to August 31, 2020.

Rates and Fees

The City of St. Catharines currently collects rates and fees under by-law number 2019-194. User Fees are charged by the City of St. Catharines for purchases of publicly provided goods and services. The rationale for charging fees is that those who distinctly benefit from a good or service should be the ones to pay for it. The legislation primarily governing user fees is Section 391 of the Municipal Act. Under this section, municipalities are authorized to charge fees for goods and services subject to several limitations. A COVID-19 surcharge at the golf course to recover costs for personal protective equipment, barriers and other public safety measures does not conflict with any of the limitations of section 391 of the Municipal Act.

Golf Course Industry and Business Research

According to IBIS World¹, an international business research firm, from 2015 to 2020, golf courses in Canada have performed poorly as a result of declining interest in golf among a range of demographics. Declining consumer confidence and increased competition from other leisure activities is contributing to the decrease in demand.

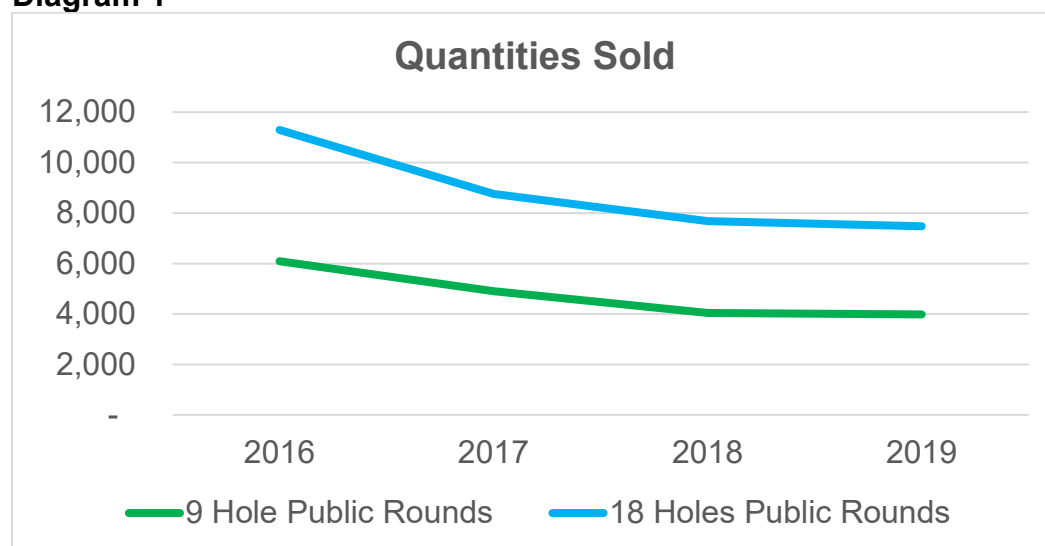
¹ <https://www.ibisworld.com/canada/market-research-reports/golf-courses-country-clubs-industry/>

In addition to this general business trend, a comprehensive study entitled, “On the Demand and Supply of Golf Courses”², which reviewed data in both Canada and the US using over 100 variables for approximately 17,000 courses determined that the demand for golf is “actually quite elastic”. This means that golfers are very price sensitive and the study estimates that a five percent increase in greens fees would lead to a nine percent reduction in rounds played.

St. Catharines Municipal Golf Course

A high-level review of the green fees sold at the St. Catharines Municipal Golf Course was reviewed to determine if St. Catharines was deviating from the general business trend. As evident from the diagram below, St Catharines Municipal Golf Course is not deviating from the general business trend since the number of green fees sold has steadily declined since 2016.

Diagram 1



Customer retention

Since the historical trend in demand is declining and golfers are price sensitive to changes, a COVID-19 surcharge is expected to have a significant negative impact on the number of golf rounds sold.

Local Golf Market and Municipal Comparators

Staff have researched a number of comparator golf courses to determine if they implemented COVID-19 surcharges. The organizations contacted included Brock Golf Course, Fox Run Golf Course, Whisky Run Golf Club, Niagara-on-the-Lake Golf Club, the City of Hamilton and the City of London.

All organizations indicated they were not charging a COVID-19 surcharge.

² <http://citeseerx.ist.psu.edu/viewdoc/download?doi=10.1.1.536.174&rep=rep1&type=pdf>

Staffing Levels

Table 1 below categorizes the staffing levels at the golf courses operated by City of St. Catharines, the City of Hamilton and the City of London. The City of Hamilton operates two golf courses: Chedoke (36 holes) and King's Forest (18 holes). The City of London operates three properties throughout the city including the following courses: Thames Valley Classic (18 holes), Thames Valley Hickory (9 holes), Fanshawe Traditional (18 holes), Fanshawe Quarry (18 holes), Parkside Nine (accessible 9 holes) and River Road (18 holes).

This information is an outline of the golf course personnel structure in each city using pre-COVID-19 staffing levels at the height of golf season. London and Hamilton were not able to provide accurate information about their current staffing levels given the fluidity of the COVID-19 situation.

Table 1

City	Holes	Full Time	Casual	Students	Volunteers	Total
St. Catharines	18	1	9	8	N / A	18
Hamilton	54	8	34	N / A	40	82
London	90	8	85	N / A	N / A	93

Note: "Full Time" means the staff member is employed with the City year-round and "Casual" means the staff member is seasonal. The volunteers with the City of Hamilton work limited hours as course rangers (marshal's) and are compensated with rounds of golf.

Conclusion

Since demand for the golf course is in decline, golf course users are highly price sensitive and no other comparable courses are charging a COVID-19 surcharge, it is not recommended to implement the fee. Any increase in revenue from the surcharge is likely to be offset by a decrease in demand and contribute further to the declining demand at the St. Catharines Municipal Golf Course.

If you have any questions or concerns regarding golf course fees, contact Kristine Douglas or Darrell Smith.



Memorandum

To: Mayor Sendzik and City Council

Cc: Shelley Chemnitz and David Oakes

From: Phil Cristi, Director, Community, Recreation and Cultural Services

Date: June 15, 2020

Subject: St. Catharines Cultural Investment Program (SCCIP)

On June 3, 2020, City Council passed the following motions related to SCCIP. These motions were a part of Report CAO-083-2020 - Office of the Chief Administrative Officer COVID-19 Update:

That SCCIP funding not be decreased; and

That the SCCIP budget be maintained at the budgeted 2020 level; and

That unspent money be used to create a temporary COVID fund for music, arts and cultural activities that support downtown revitalization and enhance public life during the recovery; and

That staff be directed to temporarily revise SCCIP policies to allow this initiative to proceed; and

That Council approve the expediting of funding to Sustaining Fund clients in the second round of SCCIP allocations;

In response to these motions, staff have made the following changes to the SCCIP program to reflect Council's direction:

- **Round 1** – Culture Days Activity Program – the allocation for the Culture Days Activity Program will be \$15,000. Applications for this round have already been received and will be juried through the usual process – albeit digitally. Culture Days will take place between September 25 and October 25th, 2020 and many Culture Days activities also support downtown revitalization and the enhancement of public life during the recovery.
- **Round 2** – The Sustaining Fund – CORE, Midsized and Festival – current clients of the CORE, Midsized and Festival Sustaining Fund will have an expedited application process and will be funded at the level of their 2019 allocation plus 1.9% inflationary increase. Sustaining Fund applications will be streamlined to

include only the requirement for basic information from our clients. Additional information about our SCCIP clients will be gathered later in the year. No new Sustaining Fund applicants will be allowed in 2020. The Sustaining Fund will not undergo a jurying process for 2020 as all these applicants were juried in 2019. Allocation to Round 2 will be \$291,905.

- **Round 3** – Round 3 of SCCIP will be replaced with a new program: **St. Catharines Arts & Culture Community Revitalization Program.**

This program will replace the Arts Development Fund and the Culture Builds Community Fund for 2020. This program will be open to a broader spectrum of applicants and will be in support of downtown revitalization and the enhancement of public life during the recovery from COVID-19.

Round 3 will follow the normal jurying process for SCCIP and funding will be allocated by the end of summer 2020. The funding allocation for Round 3 will be \$93,095.

In order to implement the new St. Catharines Arts & Culture Community Revitalization Program, staff will work with stakeholders in the downtown to ensure greatest impact of the funding.

The full criteria for this new funding program is as follows:

Arts & Culture Community Revitalization Program

Program Description

This Program supports projects that engage residents through performances, community art experiences, neighbourhood cultural activities and/or experiences that encourage participation, creativity and innovation. Projects may encompass a range of cultural activities, art forms, and art practices with priority given to Niagara-based arts creation and diverse cultural traditions. The program is open to artists, arts organizations, artist ad hoc groups/collectives, arts festivals, cultural organizations and other not-for-profit organizations that have the ability to engage residents at a local community level. **Priority will be given to arts and culture initiatives that support downtown revitalization and/or seek to enhance public life during recovery from the COVID-19 epidemic.**

For the 2020 funding year, this program will replace the Arts Development Fund and the Culture Builds Community Fund.

Eligibility

St. Catharines Cultural Investment Program (SCCIP) funds are available to not-for-profit arts organizations engaged in ongoing creation, production, presentation and dissemination activities related to the performing, visual, literary and media arts.

All applicants to the Arts & Culture Community Revitalization Program **must**:

- be active in St. Catharines;
- provide programming or services that are open to the public and publicized city-wide;
- have a diversified revenue base, which can include memberships, significant earned revenue, funding from other levels of government, and support from the private sector through fund-raising activities, donations and sponsorships;
- pay principal artistic contributors for their services in accordance with generally accepted industry standards, and/or according to the applicant's practices and associations;
- engage people from a local community in St. Catharines; and,
- have been in existence for a minimum of twelve (12) months, with evidence of public activity (organizations) OR be able to demonstrate evidence of public activity (individuals).

Applicants to the Arts & Culture Community Revitalization Program **can include**:

- arts organizations and artist ad-hoc groups that operate on a not-for-profit basis, but are not registered;
- non-cultural organizations that are registered not-for-profits and meet all other program requirements; and,
- individual artists performing OR leading a community art project that engages the broader community and meets all other program requirements.

First-time applicants that are not registered are eligible for a maximum of \$3,000.00 in funding. Non-registered groups must sign a waiver of declaration as part of their application.

Conclusion

Cultural organizations within the community have been disproportionately impacted by the COVID-19 pandemic. The allocations for the SCCIP program for 2020 will ensure continued sustainability of this important sector in our economy and will support revitalization in our community – most particularly in the downtown – as we recover and rebuild.

To: Mayor and Council

Cc: Shelley Chemnitz, CAO
Dave Oakes, DCAO

From: Melissa Wenzler, Government Relations Advisor
Brian York, Director ED&GR
Kristine Douglas, Director FMS
Jeanette Pillitteri, Director CSS

Date: June 19, 2020

Subject: Canada Summer Jobs

At the request of Council, staff have looked into the Canada Summer Jobs (CSJ) program to see if there is any capacity for the City to apply.

On Wednesday, April 8, 2020, the federal government issued a news release about changes to the Canada Summer Jobs program which stated:

“The Canada Summer Jobs call for applications for the 2020 season closed on February 28, 2020. In response to the economic impacts created by the COVID-19 situation, we will work with Members of Parliament to identify organizations that provide essential services in the community and could provide youth jobs but did not apply for the Canada Summer Jobs program in 2020.”

As directed, staff followed up with the MPs office to see if there were still opportunities for the City. MP staff confirmed that all jobs have been allocated for the program at this time.

The City received CSJ approvals with the Museum for two positions, in Collections and also in Exhibits, for potential grant funding of \$7,840. As a result of COVID-19, the Museum advised they would be in a position to decline the funding. With the recent change of CSJ providing temporary flexibilities by amending the start dates, the Museum was able to secure funding for the fall of 2020 for the positions. The Museum applies every year and has been successful in receiving funding, although not always for the number of jobs requested.

Human Resources had applied for 2020 summer maintenance student funding but the application was rejected. This is not unusual as funding support over the past years has been minimal (last approval was in 2016 with only 12 maintenance student positions being approved). There was no requirement to reapply for funding, if funding was going to be made available to the City, we would be notified.

Further to the direction received from Council, discussions were held with the Union regarding the use of summer students. At this time, we are in the process of recalling all full time CUPE 150 staff. Staff will also be recruiting for 150 Casual positions and students will be considered as part of the City's recovery plan.

BOARDS AND COMMISSIONS UPDATE – JUNE 22, 2020

The St. Catharines Public Library

The Library successfully launched its curbside pickup service at the Central Library on Monday, June 1, 2020. This new service has been well received. On average 90 patrons visit the pickup desk every day to retrieve their holds. Since the service has been very popular, the Library is planning to expand the service so residents have access to an additional service point.

Starting on July 6, 2020, pickup service will be available at the Merritt Branch on Hartzel Road on Monday 1:30PM – 7:30PM, Wednesday 10AM – 4PM, and Friday 10AM – 4PM. A proposal was sent to Niagara Region Public Health and changes will be made at the Merritt Branch to accommodate Public Health's recommendations.

The Provincial government announced on June 15, 2020 that Niagara will move to Stage 2 on Friday, June 19, 2020 which allows public libraries to reopen with limited on-site services, such as computer access. The Library is working towards relocating public computers and furniture to ensure social distancing and to revise its computer use guideline to address capacity restriction and enhanced cleaning procedure. Public computer service will be made available at the Central Library in July.

The St. Catharines Transit Commission

St. Catharines Transit will be returning to service on a ½ hour frequency effective Sunday, June 28, 2020. Recent provincial guidance for public transit provided a framework for operational recovery while leaving flexibility for local solutions. The service will return to front door boarding on June 29, 2020 with the resumption of fare collection on July 1, 2020. As physical distancing is not always possible on public transit there will be messaging to “strongly encourage the use of masks or face coverings”. Transit facilities will be open to the public effective June 29, 2020 with all appropriate protective and physical distancing measures in place.



BOARDS AND COMMISSIONS UPDATE – JUNE 22, 2020

The FirstOntario Performing Arts Centre

In addition to continued cost mitigation strategies and maintaining a lean staffing model, the FirstOntario Performing Arts Centre continues its commitment to business priorities that reflect our core priorities of being an active downtown catalyst and a diverse and flourishing centre of the arts for the Niagara region, while providing essential infrastructure services and support to our regional and touring artists and arts organizations.

In anticipation of on-site animation and activities exterior to our venues, our operations team have developed health and safety policies in line with, or surpassing, public health recommendations in the protection of our staff and the public. Our business model continues to pivot artistic content delivery via online distribution and we anticipate further innovation as it relates to imminent outdoor programming in support of downtown revitalization, live streaming capabilities inside our spaces, and eventually modified in-venue experiences for limited public engagement.

Consultation of local arts organizations and arts partners has commenced in efforts to support industry innovation in arts creation and dissemination, while working together for short and longer-term solutions to public performances.

Going forward with our business and venue operations, we are preparing to proceed flexibly and in a graduated and scaled manner. We will take cues from others in our industry provincially and nationally and local public health authorities, while working closely with the City and adhering to guidance from authorities. We are actively exploring options for a return to activity inside our building respect to safety and scale. In essence, we continue to be open to explore opportunities for our venues and spaces to be used for local activities as we are permitted to do so.



Corporate Report City Council

Report from: Office of the Chief Administrative Officer

Report Date: June 9, 2020 **Meeting Date:** June 22, 2020

Report Number: CAO-090-2020 **File:** 68.32.153

Subject: Canada Summer Games Project Update

Strategic Pillar: 

Recommendation

That the Corporation of the City of St. Catharines consent to and approve the transfer of responsibility for the construction of Canada Games Park from 2021 Canada Games Host Society Inc. to The Regional Municipality of Niagara; and the assignment or transfer of all related project agreements to the Regional Municipality of Niagara, subject to the Regional Municipality of Niagara being satisfied that the conditions for such transfer directed by Regional Council have been complied with; and

That the Mayor and Clerk be authorized to execute any agreements or other documents required to give effect to such consent and transfer, upon the recommendation of the Deputy Chief Administrative Officer and City Solicitor. FORTHWITH

Summary

The purpose of this report is to provide Council with an update on the status of the negotiations relating to the execution of the Definitive Agreements for the Canada Summer Games Sport and Ability Centre.

The City's commitment to the stewardship of infrastructure includes roads, sewers, parks, civic buildings and many more assets. As such, developing a plan for the stewardship of arenas is critical. This innovative project and partnership addresses community needs in a fiscally sustainable manner and will highlight how working collectively to meet the needs of many communities can achieve sustainable new facilities providing recreation for the residents of Niagara.

Relationship to Strategic Plan

This report supports the following Social Sustainability Pillar Goals:

- Strive for the highest quality of life for all citizens.
- Provide excellent customer service and communication with citizens.

As well as the following Economic Sustainability Pillar Goals through the Canada Games Sport and Ability Centre partnership:

- Attract public and private investment, support local businesses and provide excellent customer service to demonstrate we are open for business.
- Develop partnerships to enhance the economic vitality of the community.

Background

On [November 18, 2019](#) Council approved the following motion for the Canada Summer Games Legacy Project:

That council approve the release of \$10 million (inclusive of \$8.72 million and \$1.28 million less amounts previously paid) as the pre-conditions from Council report CAO-101-2019 have been satisfied; and

That Council approve the decommissioning of the Garden City Arena Complex upon gaining access to its replacement facility at the Canada Summer Games Sport and Ability Centre; and

That Council approve expenses for the City's share of project management, associated legal and procurement review to an upper limit of \$200,000; and

That half of these expenses (\$100,000) be funded from the 2019 operating budget based on the Q3 yearend forecast and the other half of these expenses be included in the City's 2021 operating budget, unless adequate funds are available through the 2019 yearend surplus; and

That Council approve the Mayor and Clerk to execute the Definitive Agreements for Canada Games Sport and Ability Centre described herein between the City and variously The Regional Municipality of Niagara, The City of Thorold, Brock University, 2021 Canada Games Host Society Inc., Her Majesty the Queen in Right of the Province of Ontario, and Her Majesty the Queen in Right of Canada; provided the financial terms and conditions of these agreements do not exceed funds approved by Council and that all terms and conditions are satisfactory to the Deputy CAO and City Solicitor; and

Further, that the City Solicitor be directed to prepare the necessary By-laws.
FORTHWITH

Report

Staff from the City of St. Catharines, Niagara Region, City of Thorold and Brock University have been working in collaboration on the development of the various agreements identified in [Report CAO-216-2019](#). As previously reported, these legal agreements (the "Definitive Agreements") between the parties are required to implement the development of Canada Games Sport and Ability Centre, to structure the various contributions, roles, responsibilities and risk of each of the parties during the construction of the facility, the duration of the Games event itself and the subsequent legacy period for the facility. The City, Region, and Thorold (the "municipal parties") have jointly

retained legal counsel (Borden Ladner Gervais LLP) to advise the municipal parties and to review and negotiate all agreements with the other parties. Legal counsel (Cassels Brock & Blackwell LLP) separately represents Brock University.

For large public infrastructure projects, the contributions of stakeholders are typically addressed in an agreement setting out a governance model, project assurances, and security, amongst other things. The Project and the contributions of the Municipalities fit the prototype of a project that would be the subject of such an agreement. The initial arrangements for the construction of the Canada Games Sport and Ability Centre and Henley Rowing Facility have proceeded in the following manner:

- Canada Games Host Society agreed to construct new sport infrastructure and equipment on the Games Leased Lands that will include, among other related infrastructure, a new Sport and Ability Centre, a new twin pads ice arena, beach volleyball courts, a new running track and related parking areas, collectively to be known as "Canada Games Sport and Ability Centre," together with related on and off-site stormwater, water and sanitary sewer infrastructure.
- Brock, Niagara, Thorold and St. Catharines have established a Consortium (the "Consortium") for the purposes of defining each of their rights and obligations with respect to the construction, use and operation of Canada Games Sport and Ability Centre.
- Each member of the Consortium has confirmed financial and in-kind contributions for the development of Canada Games Sport and Ability Centre, subject to certain terms and conditions.
- Canada Games Host Society will also receive financial contributions for the development of Canada Games Sport and Ability Centre from Her Majesty the Queen in Right of Ontario ("Ontario") and Her Majesty the Queen in Right of Canada ("Canada"), which contributions shall be subject to certain terms and conditions.
- Brock intends that its in-kind contribution will include, among other contributions, the Games Lease and the Legacy Lease in respect of certain land situated on Brock's campus.
- Following the 2021 Canada Games, the Consortium will operate the Canada Games Sport and Ability Centre for the term of the Legacy Lease.

The Parties have established a framework for the negotiation of the Planned Agreements, which, amongst other things, are intended to set out the terms and conditions upon which the financial and in-kind contributions of the Consortium will be made and coordinated with the financial contributions of Ontario and Canada, and upon which Canada Games Sport and Ability Centre will be developed and transitioned from CGHS to the Consortium.

In March 2020, Consortium representatives and the Canada Games Host Society entered into a Transfer Payment Agreement (TPA) with the Province of Ontario (who are overseeing the funding commitments by both Federal and Provincial Governments) which commits a total of \$58 million (\$29 million from each of the Federal and Provincial Governments) to the construction of Canada Games Sport and Ability Centre.

Despite negotiations which have been on-going since November 2019, the Consortium members and the Canada Games Host Society have not been able to reach agreement on the form and content of the Definitive Agreements to which the Canada Games Host Society is a party, in particular a Project Agreement that sets out the partner's rights and responsibilities relating to the remaining construction of Canada Games Sport and Ability Centre. As a result, an alternative, initially tabled by the Canada Games Host Society and discussed by the partners, is to transition responsibility for managing the remaining construction of Canada Games Sport and Ability Centre to the Niagara Region. This would see the Niagara Region being the contractual lead for managing the construction process, but delivery would continue to be reliant on the mutual coordination and cooperation with the Host Society and the Consortium partners.

The Host Society Board has recently approved a motion to enter into a transition agreement for the continued development of Canada Games Sport and Ability Centre with the Niagara Region.

The Consortium and Host Society continue to meet frequently and collaboratively to address construction progress and associated risks. All consortium partners, for the following reasons, support the proposed transfer of project from Canada Games Host Society to the Niagara Region:

- Consortium Operating and Partnership Agreement - When the funding for Canada Games Sport and Ability Centre was approved in 2019, the Consortium had not yet been established. The Canada Games Host Society as a legal entity was able to negotiate and enter into the agreements and permits required for the construction of Canada Games Sport and Ability Centre.
- Construction Management - The construction management protocols put in place by Urban and Environmental Management, the project manager hired by the Host Society on behalf of the Consortium, are working very well. The construction decisions going forward will require greater input from the Consortium as they will focus more on finishes, warranties, furniture, fixtures and equipment.
- Commissioning - Decisions relating to the commissioning of Canada Games Sport and Ability Centre relate specifically to the long-term operation of Canada Games Sport and Ability Centre. As future owner of the facility, the Consortium partners should be directly involved in the ongoing coordination with the contractor to complete this part of the project.

- Recoverable HST – Turning the Canada Games Sport and Ability Centre project over to Niagara Region provides an overall benefit to the project budget through the ability to recover a greater portion of HST as compared to the Host Society.
- No previous Host Society has undertaken the responsibility to construct a major infrastructure project as well as host the Games. Now that the long-term ownership structure and partnership agreements for the Consortium are nearing completion, this is a logical transition point in the Canada Games Sport and Ability Centre project, which will allow the Host Society to focus on our other capital projects and the Games themselves.

Canada Games Sport and Ability Centre Construction Status

Construction commenced on the Canada Games Sport and Ability Centre in late 2019 utilizing a three-phase approach. Prior to the provincial shut down of construction sites on April 4, 2020 (due to COVID-19) the UEM March Monthly Summary Report indicated that Phase 1 was tracking on schedule.

Phase 1 - Outdoor Facilities

Baseline Construction Schedule – complete July 15, 2021

Revised Construction Schedule – complete July 23, 2021

The revised construction schedule further reduces the buffer to five working days before the construction shut down for the Games and moves asphalt paving and sod/seeding to the middle of August. As the scope of work is exterior and the completion date is over one year away, there is a high likelihood that construction can be re-sequenced to meet the July 15, 2021 date.

Phase 2 – Games Ready Amenities

Baseline Construction Schedule – complete July 30, 2021

Revised Construction Schedule – completion date is not clear

Phase 2 Games Ready areas requires completion of the building envelope, the full use of the program areas, access to washrooms and change rooms and that mechanical, electrical and life safety systems be operational for all program areas and suitable to achieve partial occupancy. The revised schedule indicates a six-week delay but does not indicate a date for partial occupancy nor present a critical path towards achieving it. In addition, the schedule indicates key milestone dates that are concerning:

- Mechanical / electrical rough-in delayed by eight weeks with completion on July 15, 2020.
- Roof watertight delayed by five weeks with completion March 19, 2021, with the majority of the work during winter months.
- Building envelope watertight is not indicated.
- Completion of interior finishes in 16 weeks in time for start of final cleaning on June 28, 2021.

As the revised schedule indicates a six-week delay, and given the effects of COVID-19 on construction progress remain (loss of productivity and uncertainty with labour availability and the material supply chains), there is a high risk that the interior amenities will not be games ready for July 31, 2021.

To mitigate the risk, the Canada Games Host Society is currently working with the general contractor to define what games ready means and to re-sequence construction.

Phase 3 – Canada Summer Games Park Complete

Revised Construction Schedule:

Substantial Completion - September 17, 2021

Total Completion - November 26, 2021

The revised schedule indicates Substantial Completion on September 17, 2021 (a six-week delay). There are numerous milestone and critical path dates that may put achieving this in question. With no end date for COVID-19, and uncertainty around new outbreaks in Ontario, it is difficult to predict if the revised schedule is achievable.

Financial Implications

At its meeting of [December 19, 2016](#), Council provided early budget approval for \$1.28 million for capital funding for 2021 Canada Summer Games.

At its meeting of [June 24, 2019](#), Council approved funding sources for the City's additional \$8.72 million contribution to the Canada Summer Games Sport and Ability Centre and a new Rowing Training Centre on Henley Island.

Based on the two previous funding approvals by Council, the City's total capital contribution towards the 2021 Canada Summers Games Sport and Ability Centre and a new Rowing Training Centre on Henley Island is \$10 million.

At its meeting of [November 18, 2019](#), Council approved expenses for the City's share of project management, associated legal costs and procurement review to an upper limit of \$200,000. These costs were accommodated within the 2019 operating budget based on a combination of in-year variances and the remaining \$100,000 funded through the 2019 yearend surplus. The 2019 yearend surplus allocation was approved by Council at its [April 8, 2020](#) meeting.

Once the Canada Summer Games Sport and Ability Centre operation is turned over to the Consortium there will be annual operating costs and capital reserve contributions required by the City. These amounts will be addressed in future budgets discussions and are part of the City's overall arena facility operations and ice allocations.

Environmental Sustainability Implications

The project will replace aging community facilities and provide significant energy efficiencies. The design of the Sport and Abilities Centre at Canada Games Park aims to far exceed the energy performance goal of the savings by Design Program (and the

Ontario Building Code) and the energy efficiency standards in the Pan-Canadian Framework on Clean Growth and Climate Change. It incorporates a number of measures to improve energy efficiency and minimize greenhouse gas emissions.

Conclusion

The City's commitment to the stewardship of infrastructure includes roads, sewers, parks, civic buildings and many more assets. As such, developing a plan for the stewardship of arenas is critical. By implementing the recommendations in this report it addresses community needs in a fiscally sustainable manner and will allow the City to direct resources in a way that optimizes the arena user's experience and results in a healthy arena system.

Prepared and Submitted by

David Oakes
Deputy Chief Administrative Officer

Approved by

Shelley Chemnitz
Chief Administrative Officer



Corporate Report City Council

Report from: Engineering, Facilities and Environmental Services, Engineering and Construction

Report Date: June 8, 2020 **Meeting Date:** June 22, 2020

Report Number: EFES-088-2020 **File:** 18.61.99

Subject: Regional Road 71 (St. David's Road) Reconstruction – City's Share of Costs and Budget Reallocation

Strategic Pillar:



Recommendation

That Council approve the additional amount of \$1,027,000 required for the City's share of included in Niagara Region tender 2020-T-059 for the reconstruction of Regional Road 71 (St. David's Road) from the east limit of Highway 406 to Regional Road 56 (Burleigh Hill Drive/Collier Road), identified as RN20-std; and

That Council approve the reallocation of existing funding of \$1,027,000 from various existing projects to RN20-std; and

That the City Solicitor be directed to prepare the necessary by-laws and execute cost sharing agreement with Niagara Region. FORTHWITH

Relationship to Strategic Plan

RN20-std St. David's Road Reconstruction supports the following:

Environmental Stewardship

Goal:

- 2.1 Establish area-specific plans for the redevelopment of key sites in the City to promote strong, compatible, connected neighbourhoods that enhance the quality of life.
- 2.2 Improve transportation and overall connectedness (all modes, including GO Rail, VIA Rail, and inter-municipal transit and active transportation), incorporate urban design guidelines and provide complete streets in City neighbourhoods.

Background

St. David's Road is a boundary road between Thorold and St. Catharines. The road allowance from Highway 406 to Burleigh Hill Drive / Collier Road and for Burleigh Hill Drive were uploaded to the Region's jurisdiction following the Region's most recent Transportation Strategy.

Based on a Niagara Region initiated Municipal Engineers Association Class Environmental Assessment Study and to support the 2021 Canada Summer Games, the Region proposes to reconstruct Regional Road 71 (St. David's Road), from the Highway 406 interchange east limit to Regional Road 56 (Burleigh Hill Drive/Collier Road) in 2020 and 2021. See Appendix 1 for a project location plan. The Regional tender includes improvements to infrastructure owned by Niagara Region, the City of Thorold and the City of St. Catharines. Calling one coordinated construction contract reduces the impact on abutting property owners and the travelling public.

This Regional construction is the third of several construction contracts along Sir Isaac Brock Way, St. David's Road, Townline Road West corridor which will rehabilitate and improve active transportation options from Glendale Avenue to Merritt Street. The final eastern phase, currently in an environmental assessment process, is a joint St. Catharines / Thorold initiative to reconstruct the eastern end. At this time, the final phase is anticipated to start construction in 2021.

Hence for coordination reasons, the Region proceeded with their tender with the understanding that the City's available approved project funds would be insufficient to cover the full cost of the project. The Region agreed not to invoice the area municipalities until 2021 when such funds would be available. Also because of the project's size and its' close proximity to the 2021 Canada Summer Games host site, a 2020 construction start is necessary to meet a target completion date prior the Games start date.

In the City's 2020-2024 Capital Budget the project was assigned a project number RN20-std. Niagara Region's current numbering system has assigned 2020-T-59 to their construction tender.

Report

The St David's Road reconstruction project was tendered by Niagara Region as Project No. 2020-T-59. The tender request closed on May 12, 2020. Staff at the Region have advised they are recommending award of the contract to Beam-Rankin Joint Venture Limited, at their bid price of \$9,451,597 (including 13% HST). See Appendix 1 for project limits.

The City's share of the Region's construction tender and administration fees is estimated at \$2,349,501.00 plus applicable taxes. The City of St. Catharines' share of costs includes replacement watermains; replacement sanitary sewers; new storm sewers and a short section of new sidewalk west of Barbican Trail. Due to changes in the road elevation, all existing City sidewalks on the north side will be replaced with wider sidewalks at 100% regional cost. As St. David's Road is a boundary road, some underground infrastructure costs and sidewalks on south side are the responsibility of Thorold.

Based on the recommended bid, City staff distributed the estimated costs per asset class and updated the City's total project costs. The updated total project costs including taxes, city inspection cost, contingency, etc. are estimated at \$2,620,000.

Available funds in the existing approved project budget amount to approximately \$1,593,000; mostly comprised of funds approved in the 2020 Capital Budget. All asset classes except existing sidewalk replacement require additional funding.

Based on the updated total project costs, an additional \$1,027,000 is required to fund the City's Share of this Regional project. Staff recommend reallocating funds within the total project as well as from projects P17-063 – Glenwood / South Reconstruction and P20-100 Edinburg / Tamarack. Staff recommend reallocating \$133,000 of 2020 Federal Gas Tax funds earmarked for existing sidewalk replacement on St. David's Road to storm sewer and new sidewalk. The sidewalk funding room results from Niagara Region assuming responsibility for the existing sidewalk replacement costs because of the impact of the proposed roadworks. Project P17-063 had a revised project scope after budget approval and has closed a tender at a favorable price. As a result, surplus funds are available for use in the sanitary sewer component of RN20-std. Project P20-100 is currently in design stage therefore funds are available in the watermain account to partially fund the shortfall in the subject project. Staff will recommend the reallocated water funds be included in the proposed 2021 Capital Budget to restore the original P20-100 Edinburgh / Tamarack funding.

Details of approved and required funding for this project are listed below in Table 1.

Table 1

	Budget / Program	Account	Budgeted Amount*
Existing Funding	Capital Budget (Water)	RNxx-std St. David's Road Reconstruction - watermain	\$845,000
Existing Funding	Capital Budget (Gas Tax)	RNxx-std St. David's Road Reconstruction – sanitary sewer	\$485,000
Existing Funding	Capital Budget (Gas Tax)	RNxx-std St. David's Road Reconstruction – storm sewer	\$221,000
Existing Funding*	Capital Budget (Gas Tax)	RNxx-std St. David's Road Reconstruction – existing sidewalk*	*\$0
Existing Funding	Capital Budget	RNxx-std St. David's Road – New sidewalks	\$42,000
Total Existing Project Funding			\$1,593,000
Additional Funding	Capital Budget – Sanitary Sewer	Transferred from P17—063 Glenwood / South	\$395,000
Additional Funding	Capital Budget – Water	Transferred from P20—100 Edinburgh / Tamarack	\$632,000
Total Additional Funding from Existing Projects			\$1,027,000
Total Project Funding			\$2,620,000

*Table 1 amounts include \$133,000 of existing sidewalk funds reallocated to storm sewer (\$109,000) and new sidewalk (\$24,000).

The additional funding reallocations allow for previously approved water /wastewater funding to be utilized for RN20-std so that this high priority work can be completed, with no additional impact on 2020 debt levels.

Staff recommend the City's works proceed with the Regional project for a coordinated project; to take advantage of the favourable pricing which a large project provides and minimize final restoration costs associated with the City's infrastructure. If an independent project had been called the restoration costs would be substantially higher.

Niagara Region has initiated a new request, that the City enter into a cost sharing agreement over and above the requirements of each respective municipality's procurement policy. Hence, subject to Council approval staff will execute such an agreement.

Financial Implications

Table 2 contains the costs and related budget amounts identified to complete Project RN20-std St. David's Road Reconstruction.

Table 2

Project Cost and Funding	
Cost sharing with the Region (excluding HST)	\$2,349,501
Other project costs	\$ 270,499
Net total project costs	\$2,620,000
Existing budget (details in Table 1)	\$1,593,000
Additional budget required (details in Table 1)	\$1,027,000

Staff recommend the project proceed as tendered by Niagara Region.

The City Treasurer confirms that the amounts shown in the table above are available for use towards Project RN20-std St. David's Road Reconstruction.

Municipal Capital projects provide stimulus to the local economy through the creation of jobs at both a direct, indirect and induced level. Public capital provides the environment that businesses need to operate—thereby boosting private sector productivity.

Environmental Sustainability Implications

The completion of this project increases system reliability due to asset renewal of infrastructure nearing its life expectancy.

This project will extend a recently constructed multi-use path along the south side of St. David's Road across the Highway 406 / Highway 58 Interchange to Collier Road increasing the safe active transportation network and providing an improved linkage to Brock University and the 2021 Canada Summer Games complex.

Prepared by

Imtiaz Ahmad, P. Eng.
Design and Construction Engineer

Submitted by

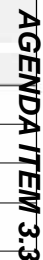
Christine Adams, P. Eng.
Manager of Engineering and Construction

Approved by

Anthony Martuccio, P. Eng.
Director of Engineering, Facilities and Environmental Services

Appendices

1. Key Plan



APPENDIX 1
REGIONAL ROAD 71 (ST. DAVID'S ROAD)
FROM HIGHWAY 406 TO REGIONAL ROAD 56 (COLLIER RD / BURLEIGH HILL DR)

DATE	2020-06-09
SCALE	NOT TO SCALE
REF. No.	APPENDIX 1
DWG No.	KEYPLAN